



National Taiwan Normal University Standard Operating Procedures

Item : R&D Results Patent Application Procedure	number : SOP04-024
Responsible Authority : Division of Research and Industry Liaison	Revision Date : 2024/09/30

I. Regulatory Basis

National Taiwan Normal University R&D Results and Technology Transfer Management Regulations.

II. Procedure Description (including application schedule and guidelines)

- (I) Purpose: To manage the patent application for NTNU's R&D results.
- (II) Responsibilities: Patent application and maintenance for NTNU's various types of R&D results
- (III) Submit application: The inventor shall complete and submit the "Research Results Patent Application Form," "Specification for Research Results Patent Application," and document retrieval information to the Office of Research and Development.
- (IV) Review patent technologies: Upon acceptance of the application, NTNU will arrange for an off-campus expert to undertake a patent technology search and analysis. The Office of Research and Development will then review the analysis results, and upon approval, the application will be submitted to the relevant patent agency.

III. Flowcharts

Unit	Procedures	Related forms
<p>1. Handling officer</p> <p>2. Handling officer</p> <p>3. Off-campus expert</p> <p>4. Handling officer</p> <p>5. Patent competent authority</p> <p>6. Handling officer</p> <p>7. Handling officer</p>	<pre> graph TD Start([Star]) --> Step1[1. Submit application] Step1 --> Step2[2. Apply to compile information] Step2 --> Step3{3. Review patent technology} Step3 -- Not recommended --> Step7([7. Closure]) Step3 -- Recommended --> Step4[4. Entrust a patent agency to submit the application to the competent authority] Step4 --> Step5{5. Obtain} Step5 -- No --> Step7 Step5 -- Yes --> Step6[6. Patent promotion and maintenance] Step6 --> Step7 </pre>	<p>1. Form 1</p> <p>2. Form 2</p>

IV. Related Forms

Form 1: Research Results Patent Application Form

Form 2: Specification for Research Results Patent Application