

## Intellectual Property System Guidelines

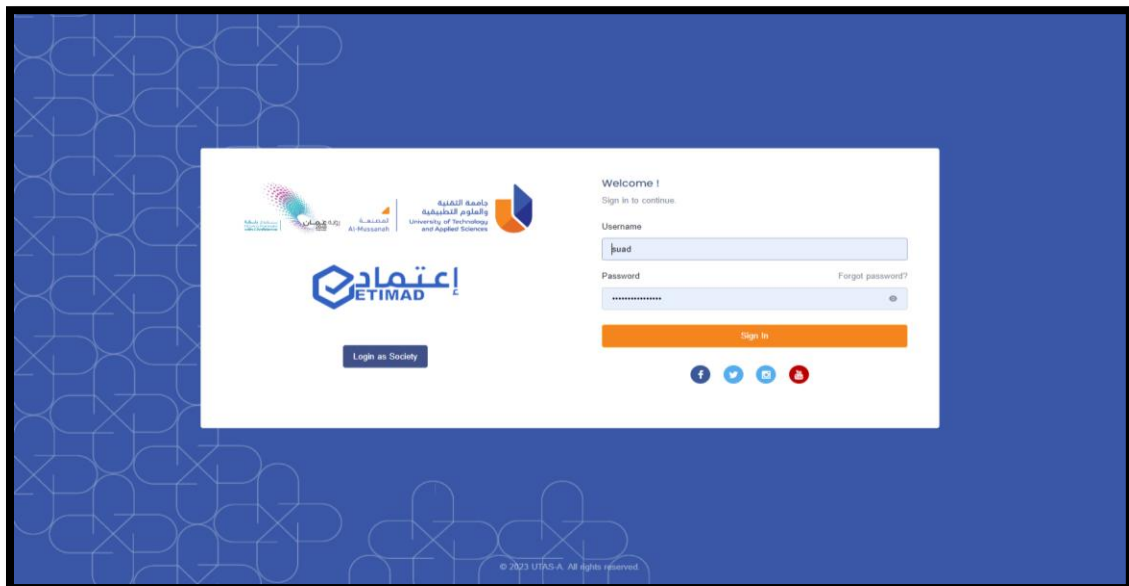
The UTASA IP system provides facilities to all innovators and researchers for protecting and exploiting intellectual property, and it is also an arrangement in the university's regulations to provide support to innovators and investors in order to create Oman as a knowledge economy in the near future. This system facilitates the inventor to protect his/her inventions by registering the intellectual property with the various forms, procedures, and mechanisms put in place.

**UTASA IP system provides facilities to UTASA Staff, UTASA Students and Society user.**

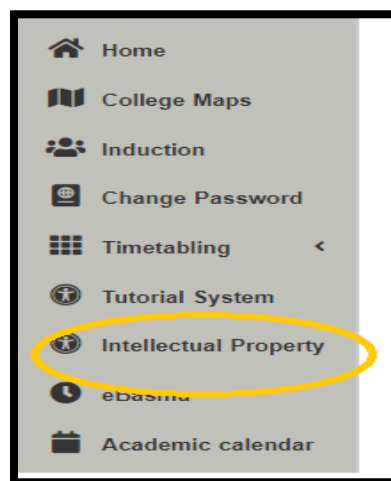
### How To use Intellectual Property?

## UTASA User

1. First Login to Etimad



2. Select Intellectual Property System in the left side



### 3. The main screen will display

IP System

The Technology Transfer Office (TTO) at UTASA was established in collaboration with the Research Council of Oman (TRC). The foremost initiative is to link with the National Technology Transfer Office in the Ministry of Commerce and Industry of Oman (MOC). TTO is aimed at protecting all types of intellectual property rights and strengthening the link between academic institutions and industry sectors.

The mission and vision of this office are to support researchers and innovators by transferring their inventions into social and economic values that aids to achieve the Oman Vision 2040. It also provides a creative and innovative environment in the university to ensure the sustainability of technology transfer.

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**New Request**  
Kindly click in the card for applying new request.  
[Click here !](#)

**My Request**  
Kindly click to view your Request status .  
[Click here !](#)

**Help**  
Kindly click the card to get help about system.

### 4. The main site contains:

- **New Request:** To create New Request
- **My Request:** To Follow the Request
- **Help:** Contains helping file

### 5. **New Request:** Click in the “Click here” to create a new request

Kindly Select Intellectual Property Form Back

● Software Disclosure form	● Invention Disclosure form	● trademark Disclosure form	● Industrial Design form
<p>The purpose of this form is to obtain a description of your software to assist in the patent process.</p> <p>This document contains the specifications of your software and is submitted to the patent authority who will process your application. Please fill it up clearly so that your invention is clear.</p> <p>to the person who is unfamiliar with it and also enables a company to avoid non-patentable inventions. Patent preparation from this form will speed up the technology transfer office preparation of a patent draft.</p>	<p>The purpose of this form is to obtain a description of your invention to assist in the patent process.</p> <p>This document contains the specifications of your invention and is submitted to the patent authority who will process your application. Please fill it up clearly so that your invention is clear.</p> <p>to the person who is unfamiliar with it and also enables a company to avoid non-patentable inventions. Patent preparation from this form will speed up the Technology Transfer Office preparation of a patent draft.</p>	<p>The purpose of this form is to obtain a description of your trademark to assist in the registration process.</p> <p>This document contains the specifications of your trademark and is submitted to the patent authority who will process your application.</p> <p>Please fill it up clearly so that your trademark is clear to the person who is unfamiliar with it and also enables a company to avoid non-patentable trademarks. Patent preparation from this form will speed up the Technology Transfer Office preparation of a draft for the trademark registration.</p>	<p>The purpose of this form is to obtain a description of your software to assist in the patent process.</p> <p>This document contains the specifications of your industrial design and is submitted to the patent authority who will process your application.</p> <p>Please fill it up clearly so that your industrial design is clear to the person who is unfamiliar with it and also enables a company to avoid non-patentable industrial design. Patent preparation from this form will speed up the Technology Transfer Office preparation of a patent draft.</p>

6. Select the desired Form and Fill up the required information

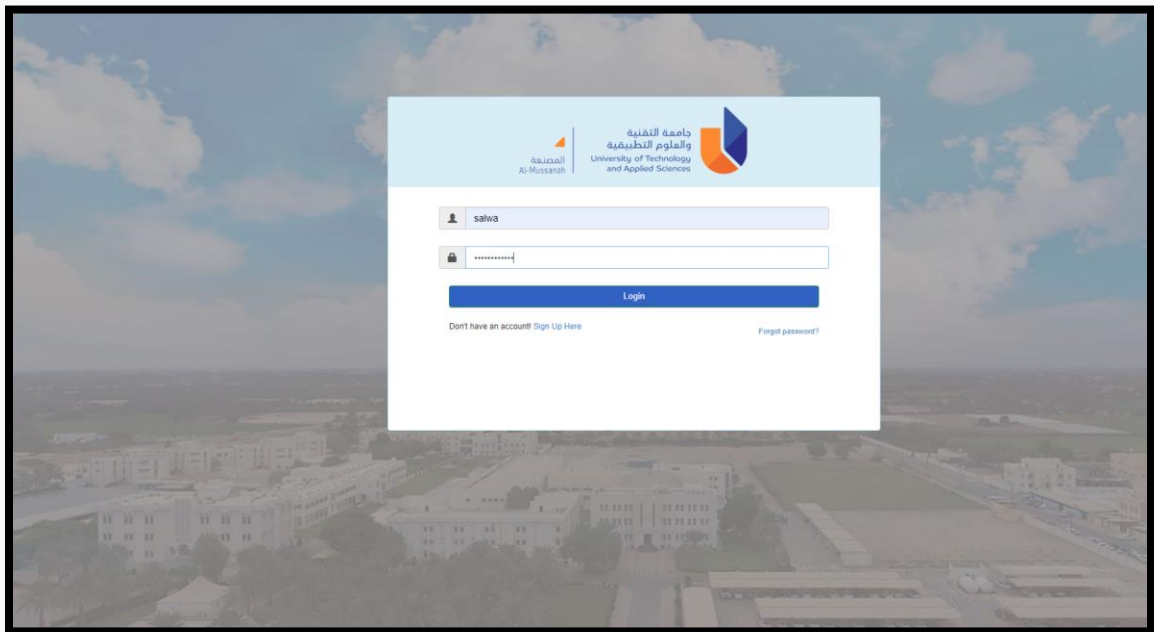
## Society User

1. The society user can use the following website: <https://uss.act.edu.om/>
2. It contains two buttons:

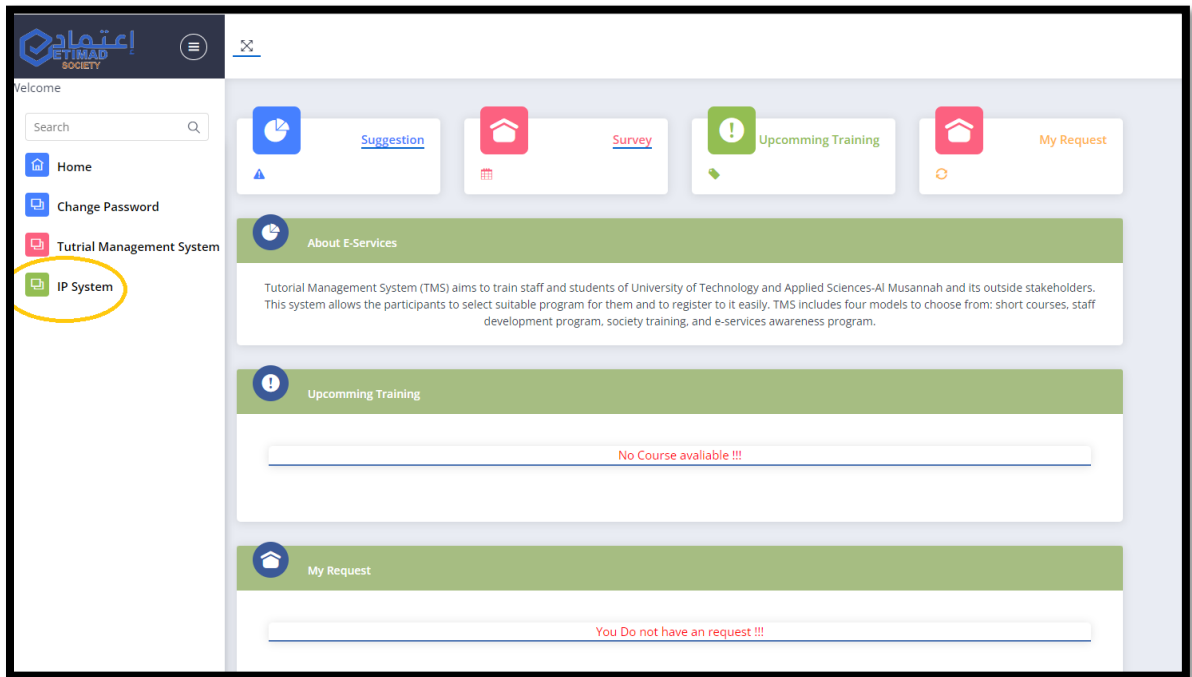
**Sign UP:** To create account .You can Follow Required steps

**Login:** To login to system after create account

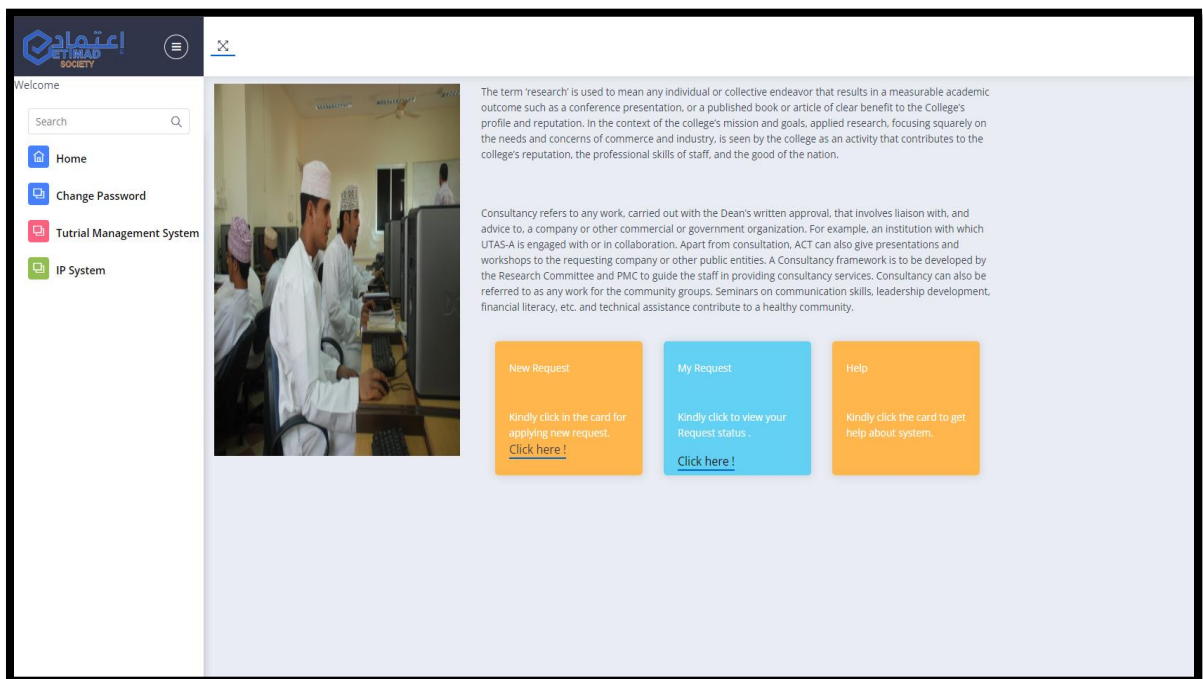
3. Then Login to system



4. After That You will find Intellectual Property System in the left side



5. Click in the IP system. The main page will display



7. The main site contains:

- [New Request: To create New Request](#)
- [My Request: To Follow the Request](#)
- [Help: Contains helping file](#)

8. [New Request](#): Click in the “Click here” to create a new request

Kindly Select Intellectual Property Form Back

<input type="radio"/> Software Disclosure form	<input type="radio"/> Invention Disclosure form	<input type="radio"/> trademark Disclosure form	<input type="radio"/> Industrial Design form
<p>The purpose of this form is to obtain a description of your software to assist in the patent process.</p> <p>This document contains the specifications of your software and is submitted to the patent authority who will process your application. Please fill it up clearly so that your invention is clear.</p> <p>to the person who is unfamiliar with it and also enables a company to avoid non-patentable inventions. Patent preparation from this form will speed up the technology transfer office preparation of a patent draft.</p>	<p>The purpose of this form is to obtain a description of your invention to assist in the patent process.</p> <p>This document contains the specifications of your invention and is submitted to the patent authority who will process your application. Please fill it up clearly so that your invention is clear.</p> <p>to the person who is unfamiliar with it and also enables a company to avoid non-patentable inventions. Patent preparation from this form will speed up the Technology Transfer Office preparation of a patent draft.</p>	<p>The purpose of this form is to obtain a description of your trademark to assist in the registration process.</p> <p>This document contains the specifications of your trademark and is submitted to the patent authority who will process your application.</p> <p>Please fill it up clearly so that your trademark is clear to the person who is unfamiliar with it and also enables a company to avoid non-patentable trademarks.</p> <p>Patent preparation from this form will speed up the Technology Transfer Office preparation of a draft for the trademark registration.</p>	<p>The purpose of this form is to obtain a description of your software to assist in the patent process.</p> <p>This document contains the specifications of your industrial design and is submitted to the patent authority who will process your application.</p> <p>Please fill it up clearly so that your industrial design is clear to the person who is unfamiliar with it and also enables a company to avoid non-patentable industrial design.</p> <p>Patent preparation from this form will speed up the Technology Transfer Office preparation of a patent draft.</p>

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