**This section will be filled by Intellectual Property Responsible.**

**IDF Number :**

**Qualification of Invention :** [] Service Invention [] Employee Invention

**Receipt Date :**

**Authorized Signature :**

**Further parts will be filled by inventor(s).**

**INVENTORS:**

|  |  |  |
| --- | --- | --- |
| **Name/Surname** | **Contribution to the Invention (Percentage)** | **Date/Signature** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TITLE OF THE INVENTION:**

(The title should describe the invention technically. Invention title should not contain brand terms.)

……

**TECHNICAL FIELD:**

(The technical field and basic working principles of the product and/or method that related to the invention should be described.)

……

**DESCRIPTION OF THE PROBLEM:**

(Technical problems which are solved by product and/or method related to the invention should be described.)

……

**SIMILAR APPLICATIONS:**

(Similar applications which are also giving solutions to technical problems should be described. All patent documents should be listed, competitors’ applications and the company’s own applications should also be described.)

……

**DIFFERENCES OF THE INVENTION FROM SIMILAR APPLICATIONS AND ADVANTAGES:**

(Please give detail explanation about advantages of the invention and differences from similar patents, competitors’ applications and company’s other applications.)

……

**METHODS FOR SOLVING THE PROBLEM:**

(If the invention is a product or apparatus, please list and give number to parts on the figure. Further, correlation of the parts to each other and functions during operation should be described. If invention is a method, stages should be listed and enumerated on the flow sheet. In addition to that functions of stages during operation and technical effects on product/service/process should be described. Additional factors (material, production method etc.) which give contributions to the invention should be explained. If there are alternative applications of the invention, please give explanation compared with the main application.)

……

**FIGURES:**

(Please give figures about parts of the invention which includes exploded/perspective/sectional views. Flow sheet/sheets of the method should also be given. Part and stage numbers should be shown on figures. Figures should be prepared electronically as wire-frame. Figures may be sent via e-mail addition to IDF.)

……

**EXPLANATIONS ABOUT THE INVENTION:**

(Written or verbal explanations (fair, trade, offer, promotion, article, conference, book, thesis, competition, advertisements on all types of media etc.) about the invention should be written with the invention date and location.)

……

**INVENTION DATE AND LOCATION:**

(Information should be given about when, where and how it is invented. If the invention is found within a project, start and end dates of the project should be given.)

……

**CONFIDENTIALITY AGREEMENT**

People or authorities listed below have reached an agreement on the contract due to the exchange of written and verbal information by the requirement of business relationship they have established about confidentiality, Confidential Information will not be used without the knowledge of Confidential Information owner and will not be shared with third party.

**CONFIDENTIAL INFORMATION OWNER:**

Commerce Name:

Address :

Phone Number :

Fax :

E-Mail :

Concerned :

**CONFIDENTIAL INFORMATION RECEIVER:**

Commerce Name: Istanbul Okan University

Address : Tuzla Campus, 34959 Tuzla İstanbul

Phone Number : 0216 677 16 30

Fax : 0216 677 16 47

E-Mail : arproged@okan.edu.tr

Concerned : Istanbul Okan University

**1. CONFIDENTIAL INFORMATION**

Confidential Information Owner provides Confidential Information considering services which are provided by Confidential Information Receiver within the framework of mutual trust principle. Confidential Information; all information is given to the Confidential Information Receiver for the purpose of examination of incubation/ mentorship/accelerator activities.

**2. CONFIDENTIAL INFORMATION RECEIVER LIABILITIES**

* 1. Confidential Information Receiver accepts that it receives above mentioned information with a request to keep it confidential and this information belong to the Confidential Information Owner.
	2. Confidential Information Receiver, undertakes that Confidential Information will not be used outside of the business relationship between counterparties, such information will only be shared with work- related employees and will take all precautions to protect these information as specified.
	3. Confidential Information Receiver, cannot reproduce, copy or take copies of the information and documents except for transactions required by the commercial relationship between parties within the scope of confidentiality.

**3. STARTING DATE OF CONFIDENTIAL LIABILITY**

Confidential liability of the Confidential Information Receiver starts ../../…. with the date when the Confidential Information Owner gives freely to the Confidential Information Receiver within this contract and continues for 5 years even though the relationship between the counterparties finished.

**4. ADVERTISING BAN**

Confidential Information Receiver will not share this contract, liabilities or activities specified in this contract and negotiations with third parties without the knowledge of Confidential Information Owner.

**5. FINAL CONTRACT**

This contract terminates and replaces all other verbal and written contracts which are contracted before about this subject. The change of this contract terms will be possible with the mutual consent of parties in written form.

**6. PROHIBITION OF TRANSFER**

Confidential Information Receiver cannot transfer this contract or any rights, receivables, debt or liabilities arising from this contract to someone without permission of Confidential Information Owner.

**7. FORM AND PROCEDURES OF DISCLOSURES**

All disclosures about this contract between parties will be made in written by e-mail or cargo. If translated documents delivered by hand, Confidential Information Owner will confirm these documents with cover letter.

**8. ACTIONS AGAINST THE CONTRACT**

If the Confidential Information Receiver share or use this Confidential Information personally or through third parties, actions are considered as infraction of the contract whether or not it provides benefit. Disclosure of Confidential Information by assistant or employee of Confidential Information Receiver will not eliminate the responsibility of Confidential Information Receiver.

**9. TERM OF THE CONTRACT**

This contract will last during the principle relationship between parties and after 5 years from the end of the relationship.

**10. AUTHORIZED COURT**

Disagreements arising out of contract transactions will be solved through negotiations within the framework of good will. If disagreements cannot be solved, Istanbul Anatolian Courts and Enforcement Offices will be authorized.

**11. CONCERNED**

The transactions subjected to contract will be conducted by people who are determined by the parties.

In the event of signing of this contract, Confidential Information Receiver and Confidential Information Owner accept and declare that they have read and fully understand provisions of this contract.

 …. / …. / 2019

**Confidential Information Owner Confidential Information Receiver**

 Istanbul Okan University