

【重要】关于校内知识产权申请流程优化（专利、版权、商标）的通知/Notice on optimization of SUSTech intellectual property application process (Patent, copyright, trademark)

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关于校内知识产权申请流程优化（专利、版权、商标）的通知

全校各单位：

为加强对校内知识产权案件的统筹管理，精简知识产权管理流程，有关事项具体通知如下：

一、委托流程

1. 提案人登录学校知识产权管理系统 (<http://ipms.sustech.edu.cn>)，选择相应类型（专利、版权、商标）进行提案申请，填写完成规定信息并上传《技术交底书》、《知识产权委托业务询价表》等附件后进行审批。
2. 审批流程为：专利负责人——院系负责人——技术转移中心。

二、报销支付

单批9万以下：提案人在学校“知识产权管理系统”中下载打印《提案申请表》，连同代理机构提供的加盖红章的官方文件（例如受理通知书、授权通知书、复审通知书、国际申请号和国际申请日通知书（PCT105表）、收到检索本的通知（PCT202表）等）、**发票、账单/请款单**作为报销材料，向财务部申请报销支付。

单批9万以上：按照学校相关规定，应当进行招标。提案人在学校“知识产权管理系统”中下载打印《提案申请表》，连同代理机构提供的加盖红章的官方文件（例如受理通知书、授权通知书、复审通知书、国际申请号和国际申请日通知书（105表）、收到检索本的通知（202表）等）、**采购立项申请表、采购结果确认表、合同订立申请表、中标通知书、合同、发票、账单/请款单**作为报销材料，向财务部申请报销支付。

三、合作申请协议用印流程

如与外单位合作申请专利或计算机软件著作权，需在学校“知识产权管理系统”提案时一并上传《合作申请协议》（申请用印版）、《贡献说明》、《非南科大作出贡献的证明材料》，

非水印版合作申请协议需一并上传《法律意见书》。审批完成后下载并打印《提案申请表》前往行政中心校章用印处盖章。

四、注意事项

1. 为规避非正常专利申请，技术转移中心委托第三方知识产权机构为我校待提交至国家专利主管部门的每一份专利新申请文件进行质检，质检周期通常为3-5天，请各位老师注意并提前安排好专利提案时间。
2. 为简化流程，学校统一已与部分代理机构签订合同，我校知识产权案件可直接委托此类代理机构代理规定业务。如拟选用的代理机构未在知识产权系统中录入，未与学校签订合同，需按照学校规定将此代理机构引入至学校，另行签订合同后方可委托。

五、代理机构沟通

1. 各代理机构负责我校业务对接人联系方式，详见附件。
2. 审批通过后，知识产权管理系统自动发送委案通知邮件至选定代理机构，选定代理机构通过登录知识产权管理系统获取《技术交底书》、申请人、发明人等相关文件及信息，并开始撰写申请文件。
3. 唯通过知识产权管理系统审议委案的业务，才被认定为正常委托。切勿自行与代理机构、代理机构对接人通过微信、邮件等其他方式委托案件。私下委案造成学校知识产权损失的，需自行承担一切后果。
4. 对于专利申请，代理机构申请文件撰写完成后，由代理机构上传至知识产权管理系统进行质检，质检通过后代理机构正式递交至国家专利主管部门（备注：外观设计、著作权、商标无需进行质检）。

六、适用范围

1. 专利委托业务：国内外专利申请相关事务，包括但不限于申请文件的撰写、递交、优先审查、快速预审、审查意见答复、提出无效宣告、提出复审请求、年费缴纳、著录项目变更、专利转让、专利实施许可备案等事务；
2. 著作权委托业务：版权登记及版权变更、转让、许可、加急等事务；
3. 商标委托业务：商标申请注册、续展、变更、转让、许可等业务。

感谢大家的支持！祝大家虎年大吉，事事如意！

南方科技大学技术转移中心

2022年1月27日

(联系人：牛犇，0755-88015933, niul@sustech.edu.cn; 方麒，0755-88015907, fangq2018@mail.sustech.edu.cn)

Notice on optimization of SUSTech intellectual property application process (Patent, copyright, trademark)

Dear all,

In order to strengthen SUSTech intellectual property management and streamline related process, the relevant matters are notified as follows:

1、 Delegation process

The proposer logs in *SUSTech intellectual property management system* (<http://ipms.sustech.edu.cn>), selects the corresponding application type (patent, copyright, trademark) and entrusted agency, completes the specified information, and uploads the attachments such as *technical disclosure, inquiry form of intellectual property entrusted business* for approval.

The approval process: person in charge of patent application - person in charge of department - technology transfer center.

2、 Reimbursement payment

Single batch less than ¥90,000: the proposer downloads and prints the **proposal application form** from *SUSTech intellectual property management system*, together with the **official documents** with red seals provided by Agency (such as acceptance notice, grant notice, reexamination notice, PCT form 105, PCT form 202), **invoice, bill / payment request form** shall apply to the finance department for reimbursement and payment.

A single batch of more than ¥90,000: according to the relevant regulations, bidding shall be carried out. The proposer downloads and prints the **proposal application form** from *SUSTech intellectual property management system*, together with the **official documents** with red seals provided by Agency (such as acceptance notice, grant notice, reexamination notice, PCT form 105, PCT form 202), **project approval application form, purchase result application form, contract finalization application form, bid-winning notification, contract, invoice and bill / payment request form** shall apply to the finance department for reimbursement and payment.

3、 Joint application agreement seal process

If joint patent or computer software copyright are applied with other applicant(s), **joint application agreement** (to-be-signed), **contribution statement and supporting materials** are necessary to upload to *SUSTech intellectual property management system*. **Legal review opinions** are necessary for non-watermarked agreement. After approval, download and print the *proposal application form* and go to seal at administrative center.

4、 Precautions

In order to avoid abnormal patent applications, the technology transfer center entrusts a third-party intellectual property organization to conduct quality inspection for each new patent application. The quality inspection cycle is usually 3-5 days. Please arrange proper timeline of patent application in advance.

In order to simplify application process, SUSTech has signed contracts with selected agencies. Related intellectual property cases can be directly entrusted such agencies for specified business. If the proposed agency is not entered in *SUSTech intellectual property management system*, it shall be introduced to SUSTech in accordance with the regulations and can be entrusted only after contract is signed.

5、 Agency communication

Please refer to the attachment for the contact information of the selected agencies.

After approval, *SUSTech intellectual property management system* will automatically send notification email to the selected agency. The selected agency will log in *SUSTech intellectual property management system* to obtain the technical disclosure, applicant, inventors and other relevant documents and information, and start drafting the application documents.

Applications proposed through *SUSTech intellectual property management system* shall be recognized as formal entrustment. Do not contact agency or agency staff or entrust applications through wechat, email and other informal ways. If any intellectual property rights loss happens caused by private entrustment without approval, it shall bear all the consequences.

For invention and utility patent applications, after agency's application documents are completed, agency will upload to *SUSTech intellectual property management system* for quality inspection. After quality inspection is passed, the agency will officially submit to National Intellectual Property Administration (Note: quality inspection is not required for design patent, copyright and trademark).

6、 Entrustment Scope

Patent entrustment business: domestic and foreign patent application related affairs, including but not limited to drafting, submission, priority examination, pre-examination, examination responses, invalidation, reexamination request, annual fee payment, bibliographic items alteration, transfer, license and other related matters;

Copyright entrustment business: copyright registration, copyright owner alteration, transfer, license, expediting and other related matters;

Trademark entrustment business: trademark application, registration, renewal, alteration, transfer, license and other related matters.

Thank you for your support!

We wish you a happy and fruitful life in the year of tiger, and may all your wishes come true!

SUSTech Technology Transfer Center

January 27, 2022

Please contact if any inquiries:

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南方科技大学/技术转移中心

地址：深圳市南山区学苑大道1088号创园6栋410室

2个普通附件

附件1-知识产权委托业务询价单（9万以下）.doc (20K)

附件2-南科大合作专利代理机构清单（共36家）.pdf (84.40K)