

## **Norms for offering IP Consultancy services through the IPR Facilitation Cell of IUCIPRS**

1. The following norms are intended to lay down the terms and conditions based on which Industries, Service Sector, Govt. Departments and other National and International agencies or Individuals (hereinafter “Client”) may approach IPR Facilitation Cell of Inter University Centre for IPR Studies (IUCIPRS), Cochin University of Science and Technology (CUSAT) (hereinafter “Consultant”) for providing Patent consultancy services (hereinafter “Services”).
2. These norms are applicable to all clients availing the services of the Consultant.
3. Patent consultancy services shall include
  - a) Patent search for the purpose of assessment of novelty of the proposed invention.
  - b) Assistance in preparation and filing of provisional patent application in India.
4. Patent search shall mean search in various databases such as EPO, WIPO, IPO, etc. to identify various patent literature relevant to the proposed invention. If necessary, non-patent literature search in Google scholar may be carried out.
5. Consultant shall provide services on Patent search based on request received from the client within 15 days for each Patent Consultancy project, provided, however, that the timeline shall be extended if there is any delay in response from the Client or if insufficient information has been provided or if the results of patent search are complex and require detailed study.
6. Consultant may carry out expedited search, on request and share the report, fees of which are provided in Schedule-I.
7. Each proposed invention shall be considered as one IP consultancy project.
8. The Client shall provide the Consultant with all information necessary in the prescribed request form provided by the Consultant. The Consultant shall review the request provided by the client and, if necessary, schedule a discussion with the Client.
9. The consultant shall offer the services in the field of invention relating to Chemical, Pharmaceutical, Biotechnology, Computer related inventions, Medical devices, Mechanical Engineering etc.
10. Consultant will conduct a patent search to identify and assess the Novelty of the proposed invention.
11. Based on the assessment, a report shall be prepared and shared with the Client along with remarks on novelty aspect of the proposed invention.
12. The fees for patent search are mentioned in Schedule I.

13. The inventive step of the proposed invention shall not be assessed by the Consultant.
14. If the proposed invention is novel, assistance will be provided for the preparation and filing of a provisional patent application in India on request of the Client as per fee specified in Schedule-II.
15. In case the proposed invention relates to non-patent eligible subject matter the client would be informed in advance and suggest a way forward, if possible.
16. Any consultancy report given by the Consultant may not be construed as a legal document, certificate or endorsement by the Consultant regarding the patentability of the proposed invention. The Consultant reserves the right to retain at least one copy of the report.
17. The Consultant may take up work for other Clients also in the same project field, provided, to the best of the Consultant's knowledge, there is no conflict of interest in undertaking such projects.
18. The Client may place a request for availing the services, to the Director, IUCIPRS, Cochin University P.O., Cochin 682022, along with the following
  - a) Duly completed request form
  - b) Demand draft as per fees in Schedule I/II, drawn in favour of The Director, IUCIPRS.
19. The Consultant shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure).
20. Any dispute arising out of the project shall be settled by the parties on mutual agreement. In case, the parties cannot settle the disputes on mutual agreement the matter shall be settled by courts of law having jurisdiction in Ernakulam.

### Schedule I

<b>S. No</b>	<b>Description of Services</b>	<b>Cost (INR)</b>
1.	Novelty Search with report for Individuals/Public Sector/Govt. Employees	2,500 plus applicable tax (per project)
2.	Novelty Search with report for Micro, Small and Medium scale Industries	5,000 plus applicable tax (per project)
3.	Novelty Search with report for Large Scale Industries	10,000 plus applicable tax (per project)
4.	Expedited Novelty Search with report for all the Clients (in addition to fees at S. No 1/2/3)	5,000 plus applicable tax (per project)
5.	Printout of relevant patent documents available in English language (on request)	2 per page

## Schedule II

<b>S. No</b>	<b>Description of Services</b>	<b>Cost (INR)</b>
1.	Assistance for preparation and filing of provisional patent application for Individuals/Public Sector/Govt. Employees	2,500 plus applicable tax (per project)
2.	Assistance for preparation and filing of provisional patent application Micro, Small and Medium scale Industries	5,000 plus applicable tax (per project)
3.	Assistance for preparation and filing of provisional patent application for Large Scale Industries	10,000 plus applicable tax (per project)
4.	Statutory fees as notified by Patent office of India from time to time	To be directly paid by the Client to the patent office