Patent Application Process Flowchart

UNIVERSITY

1. Preparation of Patent Submission

- Applicant fills up the Patent Application Form (Link:)
- Prepare PowerPoint presentation slide using the Patent Filing Template
- Applicant to receive endorsement from the Head of Research.
- Applicant to receive approval from the Dean/Director.

2. Patent Submission to CERVIE

- Received Patent Application Form & Patent Filing PPT from applicants.
- Applicant prepares for patent internal evaluation.

3. Patent Internal Evaluation

- CERVIE to appoint internal panels for internal evaluation.
- CERVIE to conduct the evaluation session chaired by CERVIE Director
- Patent presentation by applicant
- Applicant to received comments and results from internal panels

Support

No → **END**

Yes

4. Improvement & Revision by Applicant based on panels' comments

IP FIRM

5. Submission of Patent Draft to IP Firm

- CERVIE to submit revised patent draft to IP firm.
- IP firm to conduct patent search report
- IP firm to revert patent novelty and search report
- IP firm to state the list of inquiries

6. Submission of Revised Patent Draft to IP Firm

- Applicant to address inquiries from IP firms within 1 month
- IP firm to evaluate the revised patent

7. Patent Filed

- Applicant to receive proof of patent filling

No → **END**

8. Substantive Examination

- IP firm to proceed with substantive examination

9. Patent Granted

- Applicant to receive patent granted certificate