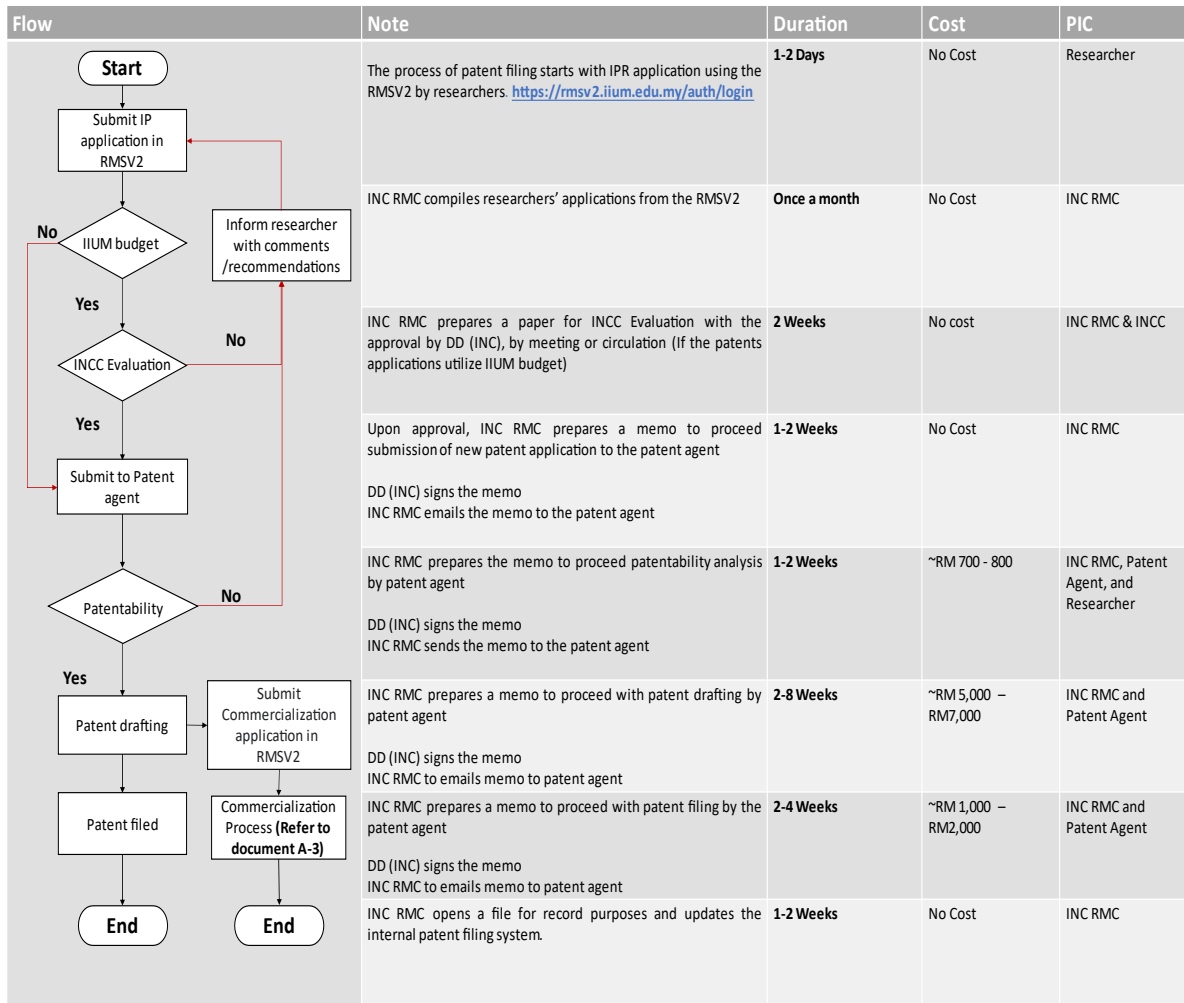


**Intellectual Property Rights (IPR) and Commercialization Initiation Process Flow  
(Document A-1)**



**MCOM:** Memorandum Assessment and Evaluation Committee  
**MyRA:** Malaysia Research Assessment  
**RMSV2:** Research Management System Version 2

**NDA:** Non-Disclosure Agreement  
**INCC:** Innovation Committee  
**IUM:** International Islamic University Malaysia

**IPR:** Intellectual Property Right  
**INC:** Innovation and Commercialization Unit  
**RMC:** Research Management Centre

**Patent/Utility Innovation PCT (with/without) Application Process  
Flow (Document A-2)**

Flow	Note	Duration	Cost	PIC
<p><b>Start</b></p> <p>Received Patent ID from MYIPO through patent agent &amp; informs researchers</p>	Patent agent notifies INC RMC on the Patent Application Number obtained from MYIPO through email and/or by post and INC RMC notifies the researcher on the patent status	1-2 Weeks	RM 1,000 – RM2,000	Patent Agent and INC RMC
<p>Require PCT</p> <p><b>No</b></p>	Within 11 months (period set by MYIPO) after a patent is filed, the researcher informs INC RMC on the commercial plans of the invention before PCT patent filing	6 Weeks	No cost	INC RMC
<p><b>Yes</b></p> <p>INC RMC prepares paper for researchers' request for PCT to be evaluated by INCC</p>	INC, RMC arranges an INCC meeting for evaluation of the PCT patent application and commercial potential of the invention if the researcher utilizes RMC budget	2 Weeks	No cost	INC RMC
<p>INCC Approval</p> <p><b>No</b></p>	Upon approval from INCC, INC RMC issues a memo of Office Action (OA) to the patent agent for PCT patent filing	2 Weeks	~RM15,000 – RM20,000	INC RMC and patent agent
<p><b>Yes</b></p> <p>Submission on Patent Cooperation Treaty (PCT)</p>	Upon approval, INC RMC will issue request for SE to the patent agent for the filed PCT patent that completed examination by MyIPO for the award of PCT patent granted.	2-18 Weeks	~RM2,000 - 3,000.0	INC RMC
<p>Substantive examination (SE) request to MYIPO within 18 months after filing date</p>	Corrections/ Arguments (SE/SEAR) with researcher within the given time frame			
<p>Pass SE</p> <p><b>No</b></p>	If the SE fails, the patent agent will notify INC, RMC on the Substantive Examination Adverse Report (SEAR).	2-3 Weeks	~RM2,000 – RM3,000	INC RMC
<p><b>Yes</b></p> <p>Received adverse email from patent agent</p>	INC, RMC will inform the researcher to overcome the items in SEAR	3-8 Weeks	No Cost	INC RMC
<p>Pass SEAR</p> <p><b>No</b></p>	INC, RMC issues a memo of Office Action (OA) to the patent agent			
<p><b>Yes</b></p> <p>Issuance of the "Certificate of Patent Grant" with the assistance of the appointed patent agent</p>	Upon approval, INC RMC issues a memo of Office Action (OA) to the patent agent	2-3 Weeks	~RM2,000 – RM3,000	INC RMC
<p>Maintenance and renewal (at least for 2<sup>nd</sup> years ) subject of approval by INCC</p>	Patent is granted up to 20 years from the date of filing. RMC will maintain the existing patent and review whether the maintained patent has progress in the commercialization plans; RMC will cease to maintain the granted patent if no attempt is made to commercialize the product. The researchers can choose to maintain the patent using their own funding.	4-12 Weeks	~RM2,000 – RM3,000	INC RMC
<p><b>End</b></p>	INC RMC updates the RMC internal patent filing system for record purposes			

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**SEAR:** Substantive Examination Adverse Report

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**Commercialization Flow (Document A-3)**

Flow	Note	Cycle Time	Cost	PIC
<p><b>Start</b></p> <p>Researcher fill in the application in RMSV2</p>	<p>The process of commercialization application starts by researchers to fill in the application in RMSV2. <a href="#">Template INC Commercialization Form</a></p> <p>To download the IPR and Commercialization form refer to this link: <a href="https://rmsv2.iium.edu.my/gauth/login">Attach the link https://rmsv2.iium.edu.my/gauth/login</a></p>	<b>1-2 Weeks</b>	No Cost	Researcher
<p>Initiate discussion with commercialization partner/collaborator</p>	<p>INC RMC will initiate a discussion with DD (INC) and the Researcher.</p> <p><i>Note: Commercialization partner/collaborator can be industry partner, IUM Holdings, start-up company</i></p>	<b>2-8 Weeks</b>	No Cost	INC RMC
<p>Prepare Agreement, fill the MCOM form and submit to MCOM for review</p>	<p>Researcher prepares a draft agreement with the researcher and the company. Sample of agreement as the link attached in RMSV2</p> <p><b>Memorandum assessment and evaluation committee (MCOM) checklist refer to this links: <a href="#">MCOM CHECKLIST</a></b></p> <p><b>Examples of commercialization agreements refer to this links:</b></p> <p>1. <a href="#">Template Product Outright Sales</a></p> <p>2. <a href="#">Template Licensing and Commercialization Agreement</a></p> <p>3. <a href="#">Template of NDA IUM COMPANY</a></p>	<b>2-4 Weeks</b>	No Cost	Researcher and Collaborator/company
<p>Agreement approve by MCOM</p> <p><b>No</b></p>				
<p><b>Yes</b></p> <p>Signature from both parties (IUM Researcher) with commercialization partner</p>	<p>Upon agreeing among all parties involved in the commercial discussion, INC RMC submits to MCOM for endorsement</p> <p>Upon endorsement by MCOM, INC RMC provides the agreement to the researcher for signatory.</p>	<b>2-4 Weeks</b>	No Cost	INC RMC, Researcher, and Collaborator/Company
<p>IRBM (LHDN) stamping of the signed agreement</p>	<p>Once INC RMC receive the signed agreement, INC RMC processes the stamping of the agreement from LHDN</p>	<b>2-3 Weeks</b>	No Cost	INC RMC
<p>Researcher with the advice of INC unit conducts commercialization activities based on commercialization agreement</p>	<p>INC RMC updates in the INC internal filing system for record purposes</p>	<b>2-8 Weeks</b>	No Cost	INC RMC
<p><b>End</b></p>		<b>1-2 Weeks</b>	LHDN Cost on stamping (depending on complexity) No Cost	

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**RMSV2:** Research Management System Version 2  
**IRBM:**Inland Revenue Board of Malaysia (LHDN)

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**Exhibition Flow (Document A-4)**

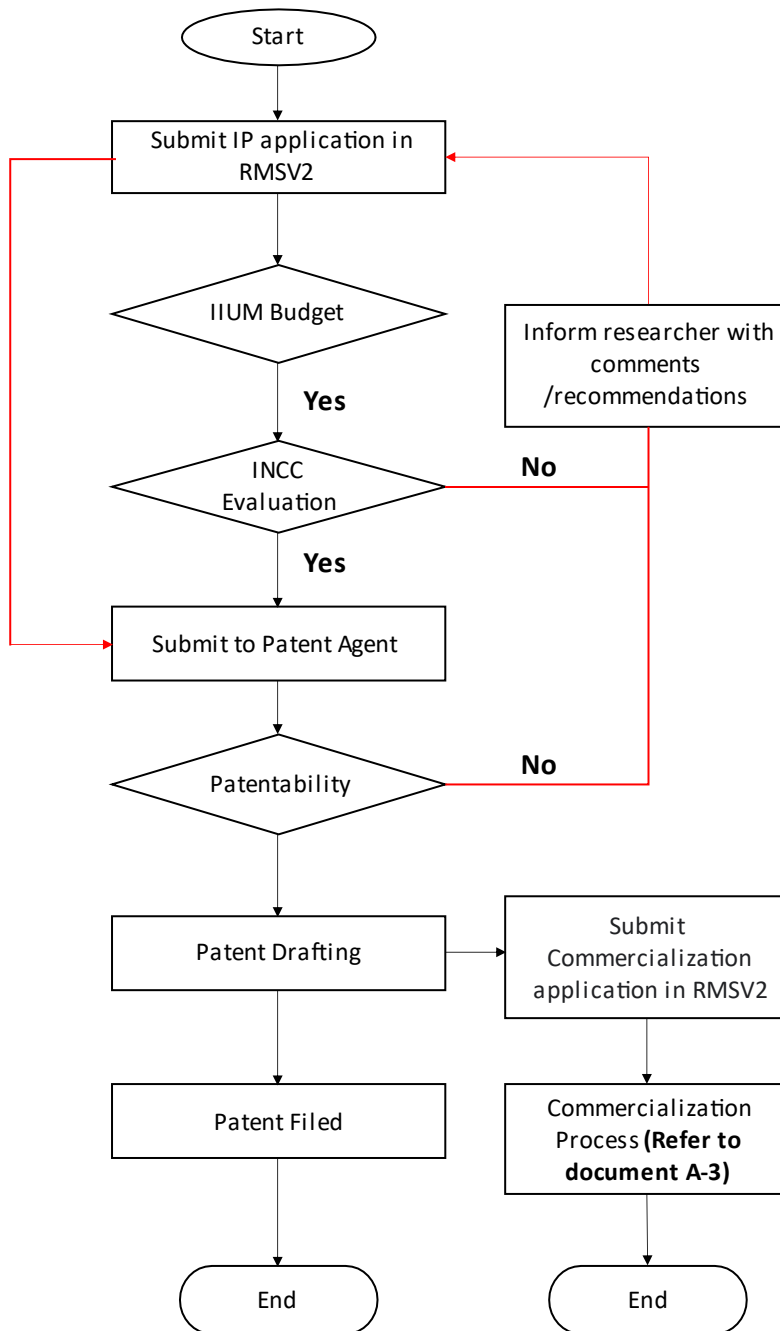
Flow	Note	Cycle Time	Cost	PIC
	Received invitation to participate in exhibition through email or post	1-3 Weeks	No Cost	INC RMC or top management
	INC RMC will post announcements in IIUM with the approval of DD ( INC ) or send letters to specific researchers by invitation If the participant is more then 5, evaluation from the INC committee will be arranged	2- 3 Weeks	No Cost	INC RMC
	Preparation of budget approval	1- 2 Weeks	≤ RM20,000.00 (Director RMC Approval) ≥ RM20,000.00 (Rector and Executive Director Finance Division Approval)	INC RMC
	Upon approval by the reviewing Committee, notification letter will be issued to the researchers	2-8 Weeks	No Cost	INC RMC
	A briefing will be arranged on the requirements of the exhibition (optional for smaller exhibitions)	2-3 Weeks	No Cost	INC RMC
	The selected researchers prepare material required by the Exhibition organizer on their invention	2-8 Weeks	The cost depends on the items to be displayed (for face-to-face exhibition)	Exhibitors/ researchers
	INC, RMC will submit the registration to the exhibitors	1-2 Weeks	Depending on the fee and no of participant	INC RMC
	INC, RMC prepare the budget application and logistic on the booth deco and facilities	1-2 Weeks	Depending on the budget approved	INC RMC
	Upon on result released, INC, RMC will make an announcement through IIUM announcement and RMC website	4-12 Weeks	No Cost	INC RMC
	INC, RMC will update file and in system for record purposes	1-2 Weeks	No Cost	INC RMC

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**HORs:** Head of Research KCDIO

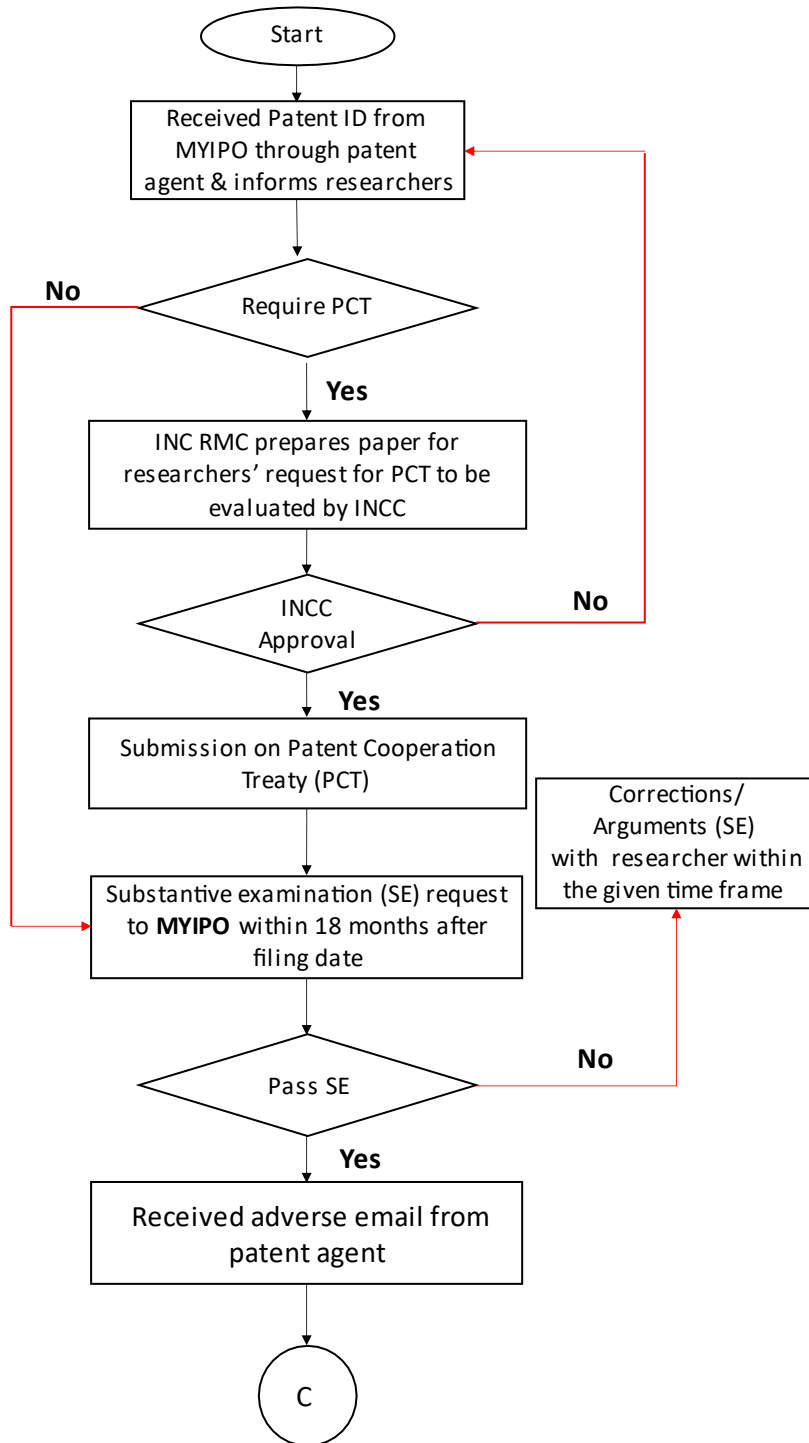
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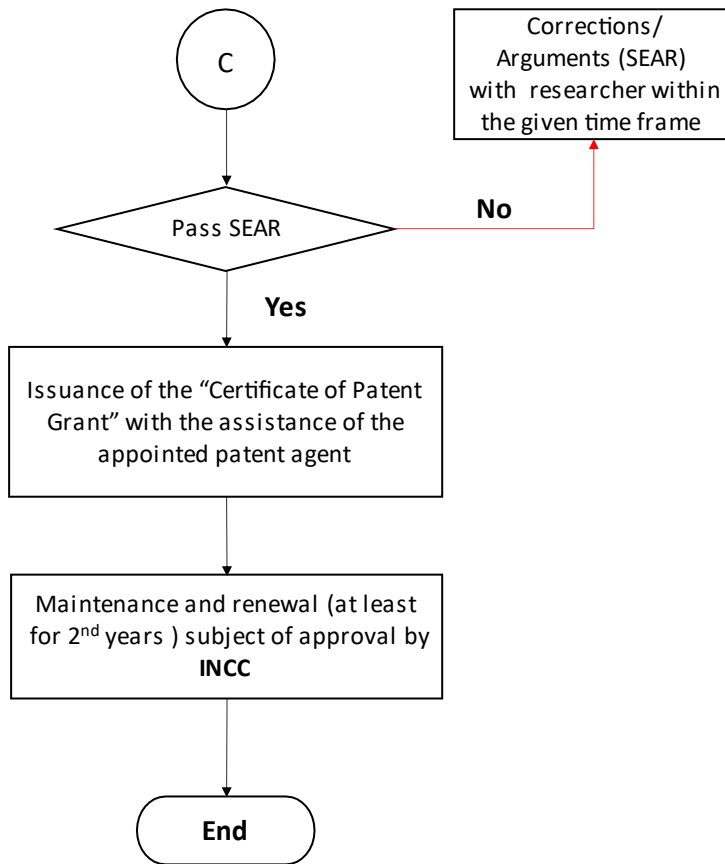
Intellectual Property Rights (IPR) and Commercialization  
Initiation Process Flow (Document A-1)



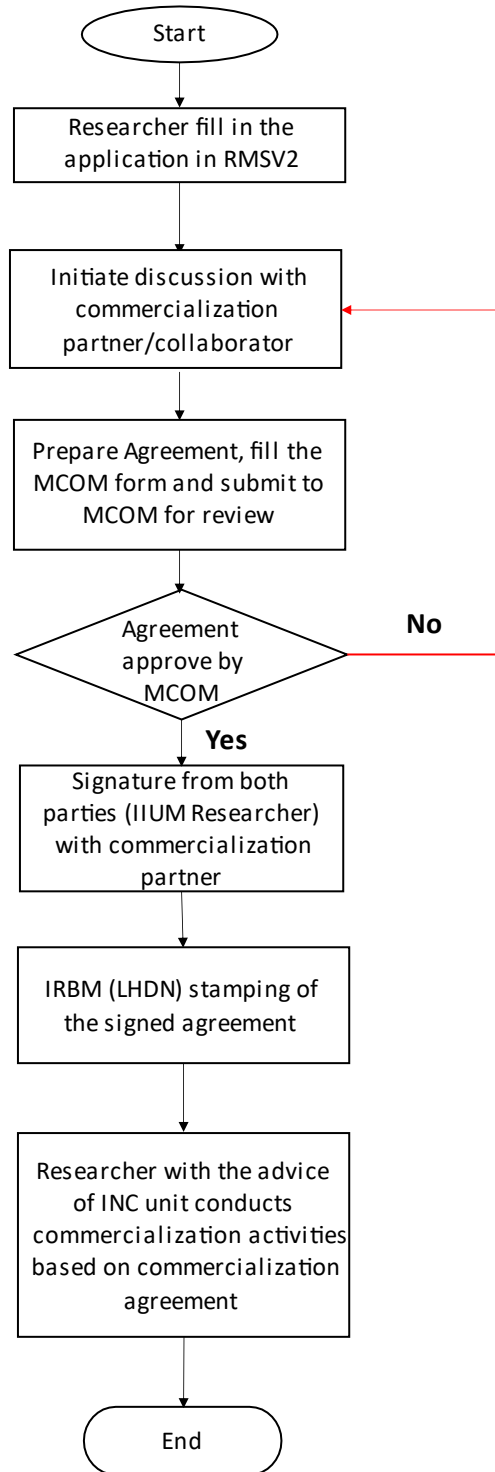
Patent/Utility Innovation PCT (with/without) Application  
Process Flow (Document A-2)



Patent/Utility Innovation PCT (with/without) Application  
Process Flow ( continue, Document A-2)

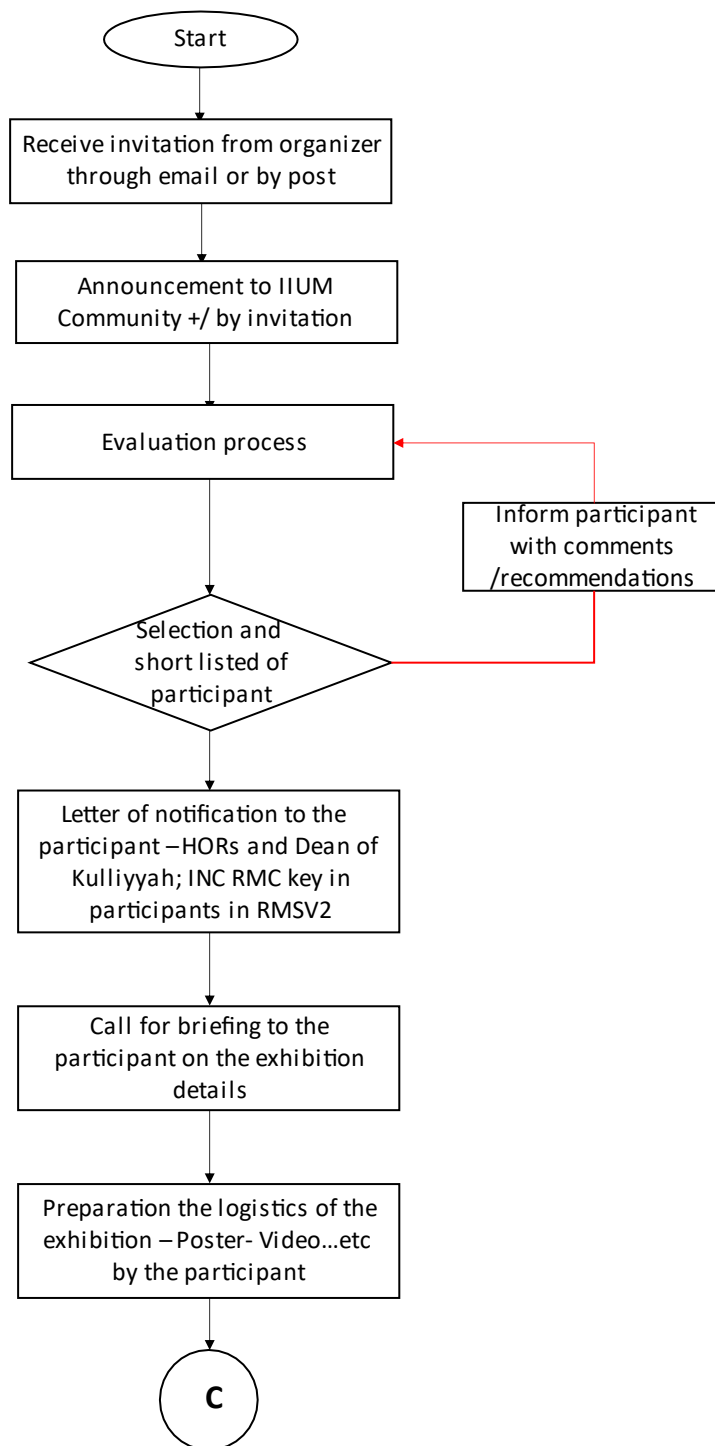


Commercialization Flow (Document A-3)





Exhibition Flow (Document A-4)



Exhibition Flow (continue, Document A-4)

