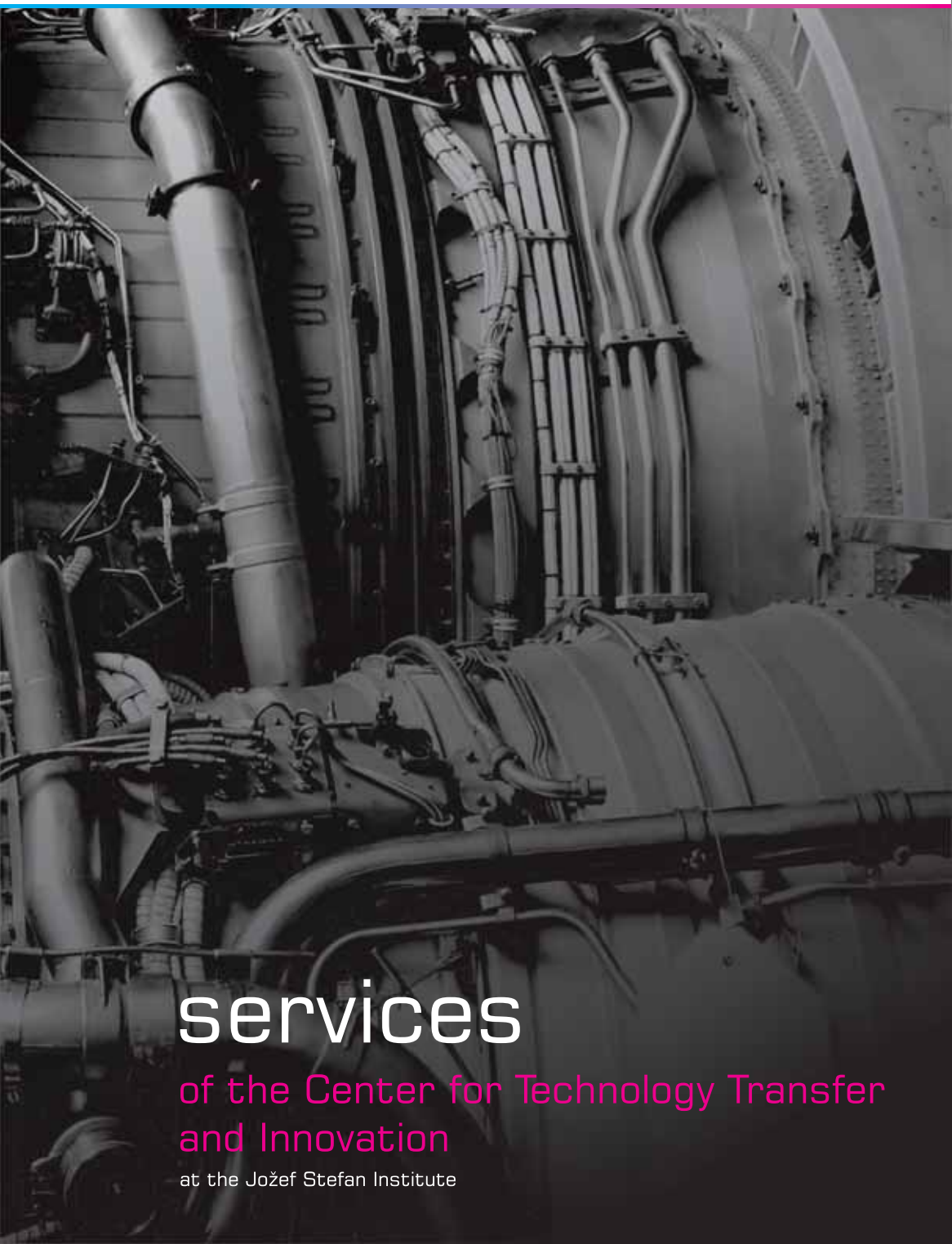

services

of the Center for Technology Transfer and Innovation

at the Jožef Stefan Institute

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Ljubljana, June 2014

Dear Sir/Madam,

in order to present our work and mission, we have prepared an overview of services we offer at the Center for technology transfer and innovation at the Jožef Stefan Institute.

If you have any questions, please send them to tehnologije@ijs.si. We will be glad to answer.

Best regards,

dr. Špela Stres, LL.M., Patent Attorney,
Head of the Center for technology transfer and innovation at the Jožef Stefan Institute

// Introduction

Center for technology transfer and innovation at the Jožef Stefan Institute (CTT) acts as a financially independent unit within the Institute since **1 January 2011**. Its primary task is to enable and facilitate the transfer of technologies and innovations developed at the Jožef Stefan Institute, the most successful Slovenian research organization, into business. In order to pursue its mission, Center for technology transfer and innovation **establishes new spin-out companies**, **initiates new industrial cooperation**, **creates market analyses**, **helps protect and market intellectual property** and **brings together science, business and education**. Center for technology transfer and innovation at the Jožef Stefan Institute employs **12** professionals from various professional and scientific backgrounds.

At Center for technology transfer and innovation, we offer help and assistance in the following phases:

- prior to the creation/use of intellectual property (IP), we help individuals to acquire rights stemming from intellectual property, help prepare and conclude contracts with industry, help establish spin-out companies and assist in their market penetration and help prepare patent applications and business plans;
- in the second phase, we offer practical advice on optimization of IP protection and perform active marketing of intellectual property in question. We provide professional legal assistance, especially in the field of IP law, identify possibilities of IP rights exploitation (technology assessment and market evaluation), seek for suitable partners for IP transfer, carry out negotiations and prepare high quality licensing and sales contracts.

// Contractual Cooperation with Business

Cooperation between Jožef Stefan Institute (JSI) and companies in form of **measurements**, **advising**, **training**, **project preparation**, **staff exchange**, **joint publications**, **equipment lending** and similar forms is very frequent and important. Consequently, we pay special attention to establishing new and nurturing the existing contacts between the Institute and business entities.

As an entry point towards contractual cooperation with business, we offer the departments of the Jožef Stefan Institute the following services:

- **Organization of company visits and visits to the Institute**. We are glad to take young researchers with us to visit the smaller companies, while we kindly invite the representatives of departments to join us in visits to larger enterprises. We regularly publish the upcoming visits on our website.
- We offer cost-free **individual assistance** and help with:
  - defining the topic and modality of cooperation with the Institute,
  - negotiations between the departments of the Institute and companies,
  - preparation of cooperation agreements,
  - preparation of projects for Slovenian and EU tenders,
  - analyses of state of certain technology and overview of patent databases,
  - assessment and implementation of technologies and management of innovations,
  - preparation of non-disclosure agreements (NDAs).
- We monthly prepare the **overview of open national and EU tenders**, which is published on the website http://www.ijs.si/ijsw/CTT/Pregled%20razpisov. In case you would like to receive the document directly into your inbox, contact us**.**
- Through the **Enterprise Europe Network**, we offer **information** on events and education, on international development and business cooperation, on open national and EU tenders and on open project partnerships. Additionally, through the Enterprise Europe Network we offer:
  - Help with **finding commercial partners abroad** (distribution, transportation, franchising, joint ventures, subcontracting works) by following foreign offers and requests and entering own offers and requests into the Enterprise Europe Network database: http://www.een.si/index.php?id=&lang=si.
  - Help with **finding development partners abroad** (licensing cooperation, technical cooperation, joint ventures, manufacturing cooperation, commercial cooperation with technical assistance, sources of financing) by following foreign offers and requests and entering own technology offers and requests into the Enterprise Europe Network database: http://www.een.si/merlin.
  - Help with **finding project partners abroad** by following foreign requests and entering own inquiries for project partners.

// Project Applications for National and EU Tenders

We offer the interested departments of the Jožef Stefan Institute the following services:

- help with **preparation** of project applications,
- help with **preparation of particular parts** of project applications (e.g. communication, dissemination, impact),
- help with **submission** of project applications,
- help with **finding project partners** and international promotion of departments' activities through the Enterprise Europe Network.

Through the monthly overview of tenders we disseminate up-to-date information on open national and EU tenders.

// Help with Establishing New Companies

At Center for technology transfer and innovation we offer the departments of the Jožef Stefan Institute **help and assistance with establishing new companies**. Our goal is to arrange formal obligations between the Institute and the newly-established company in order to enable the company successful market breakthrough, while we also try to ensure that the Institute gains profit from subsequent licensing.

In order to encourage entrepreneurship amongst the researchers, it is of the essence to raise the awareness on all the aspects that affect the creation of opportunities for market breakthrough of innovations. State of intellectual property, possibilities of its protection, value of the product for the buyer and its comparative advantages, state of the market, expected profitability and growth potential are only some of the important elements which have to be taken into account when developing a business idea.

In the area of establishing new companies, we offer the departments of the Jožef Stefan Institute the following cost-free services:

- weekly **office hours**,
- assistance on **IP protection**,
- assistance on **preparation of suitable documentation** and **implementation of procedures** at the Institute,
- help with **preparation of business plans** for new companies,
- organization of various educational **workshops** and **selection of innovations** with largest market potential in the course of the **International technology transfer conference**, where we, together with renowned professionals (mainly from the field of venture capital), assess the market potential of proposed technologies and encourage researchers to think about their business opportunities.

More information on the procedure of establishing new companies is available on our website.

// Protection of Intellectual Property and Preparation of Marketing Strategy

Intellectual property refers to the works and inventions that are the result of human mind and creativity. Intellectual property is protected by law and enables people to earn recognition or financial benefit from what they invent or create.

In order to assure the most effective protection and exploitation of Institute's researchers' intellectual creations, we offer them the following **cost-free** services:

- **market analysis** in relation to the particular technology,
- **preparation of market strategy** in relation to the particular technology,
- preparation and submission of **patent applications**,
- preparation of **agreements on the ownership of rights** and **non-disclosure agreements (NDAs)**.

// Marketing of Intellectual Property

One of our main goals is increasing the flow of knowledge and technology into domestic and foreign economy and promotion of JSI as a center of excellence for technological advancement.

In this area we offer the researchers of the Institute the following **free-of-charge** services:

- preparation of **technology offers** and **technology requests**,
- **active marketing** and **search for business partners** through presentation of technologies in scientific and professional **conferences**, **industrial fairs**, in printed publications and other media,
- preparation of **licensing agreements** and other documents related to marketing of intellectual property,
- licensing,
- establishing **spin-out companies**.

Institute's technologies available for licensing and/or research cooperation with industry and other research institutes can be reviewed on our website.

Center for technology transfer and innovation at the Jožef Stefan Institute is active within the **Consortium for technology transfer (KTT)**.

Direct application of technologies is possible through the **UNITARY ENTRY POINT** available on KTT website **http://jro-ktt.si**.

Consortium is co-financed by the Ministry of economic development and technology and executes the service of technology transfer in Slovenian public research organizations in the years 2013 and 2014. Co-financing by the Ministry is performed through the public agency SPIRIT Slovenia.

CONDITIONS FOR ENTITLEMENT TO CO-FINANCING: Procedures for acquisition of intellectual property within each public research organization take place independently of KTT. Possible full sequence in relation to an invention: disclosure to the organization – consideration of the organization's commission – acquisition of the invention by the organization. Application through the unitary entry point is possible before/after any of these steps. Rules of some of the organizations demand that the head of the institution is informed about the creation of the invention before the disclosure. Consortium commission proposes and selects the technologies it assesses to have high technological and market potential and are able to result in concluded agreements and market realization. Technologies are taken into consideration after the organization authorizes the associates of the consortium to carry out the preparation, protection and marketing of intellectual property.

REPUBLIKA SLOVENIJA
MINISTRSTVO ZA GOSPODARSKI RAZVOJ IN TEHNOLOGIJO

SPIRIT SLOVENIJA JAVNA AGENCIJA

// Help with the Procedures for Acquisition of IP at the Jožef Stefan Institute

We offer the departments of the Institute active **help with the procedures related to management of intellectual property** carried out at the Institute. We help the researchers prepare the "Application of Invention" form and the draft of patent application, which are subsequently submitted to the director of the Institute. This is followed by the internal assessment of invention's contents and the terms for protection of intellectual property, such as patent, design or trademark protection:

a) **Commission for industrial property** – assesses how the invention was created; whether the invention is a direct/indirect employment related invention or an independent invention; provides an opinion to the director;

b) **Center for technology transfer and innovation** – offers advice on economic exploitability and possibilities for commercialization of the invention.

You can find more information on our services regarding the acquisition of employment related inventions at the Jožef Stefan Institute in the **Rules on the procedure for acquisition of employment related inventions** available on**:** http://www.ijs.si/ijsw/Notranji%20akti?action=AttachFile&do=get&target=Pravilnik_o_postopku_prevzema_sluzbenih_izumov.pdf.

// Visits to the Jožef Stefan Institute

With the help of other departments we organize visits of primary schools, high schools and other groups to the Jožef Stefan Institute. Additionally, we organize the annual open days which take place each year in the last week of March, when the institute celebrates Stefan's days. We also organize visits of groups of pupils, students and other organized groups, which take place every Thursday throughout the academic year.

Overview of planned visits is available on the website http://www.ijs.si/ijsw/DOV.

// Overview of financing of CTT

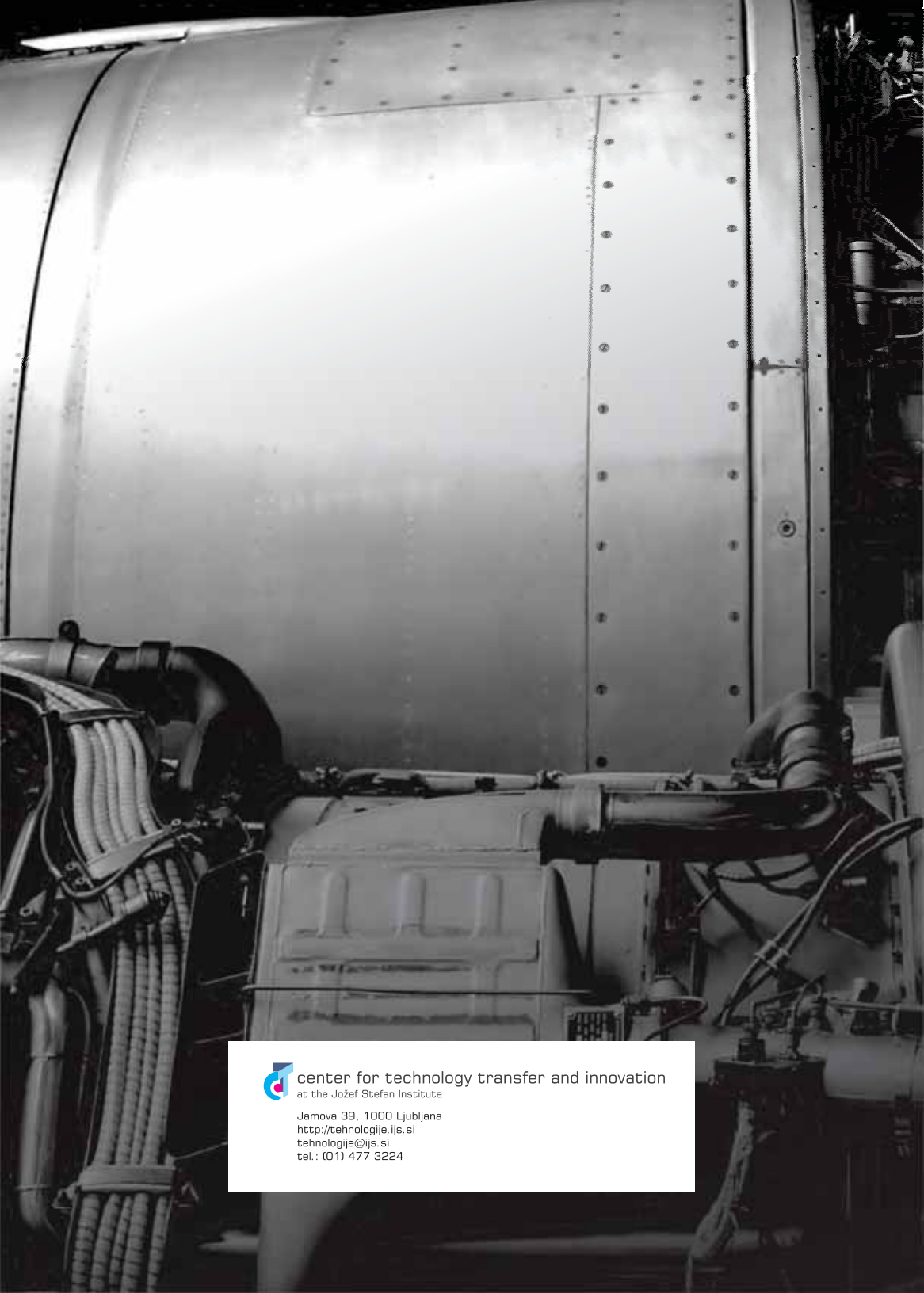
Center for technology transfer and innovation is financed exclusively through the following national and EU projects:

Project Name	Project Description	CTT Role	Project Duration	Type of the Project
OPENiSME	Open Innovation for SMEs	Partner	2014-2016	CIP
FIREMED	Innovative financial instruments to support energy sector SMEs in Med area	Partner	2013-2015	„MED" Programme
Fidias	Developing innovative Financial Instruments for Sustainable Development in Alpine Spaces	Partner	2012-2015	„ALPINE SPACE" Operational Programme
TIPS	Enhancing the capacity of EU transport projects to transform research results into innovative products and services	Partner	2012-2014	FP7
Alps4EU	Alpine Space Clusters Initiative for EU-class competitiveness - Overcoming the fragmentation of clusters in the Alpine Space	Partner, WP Leader	2011-2014	„ALPINE SPACE" Operational Programme
IP4SME	Defining the role of intellectual property in creating regional value through interregional IP exchange	Partner	2012-2014	Slovenia-Italy Cross Border Programme
Central Community	Emerging communities for collective innovation in Central Europe	Partner	2012-2014	Central Europe
Evlia	Improving European IP Financing and Transfer	Partner	2012-2014	South-East Europe
EEN Slovenia	Services in support of business and innovation in Slovenia	Coordinator	2008-2014	CIP
KTT	Consortium for Technology Transfer of Slovenia	Coordinator	2013-2014	National Project, Ministry of Higher Education, Science and Technology

In case you have any questions, do not hesitate to contact us. Our e-mail address is tehnologije@ijs.si, our phone number is +386 1 477 3224.

Best regards,

Center for technology transfer and innovation
At the Jožef Stefan Institute



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