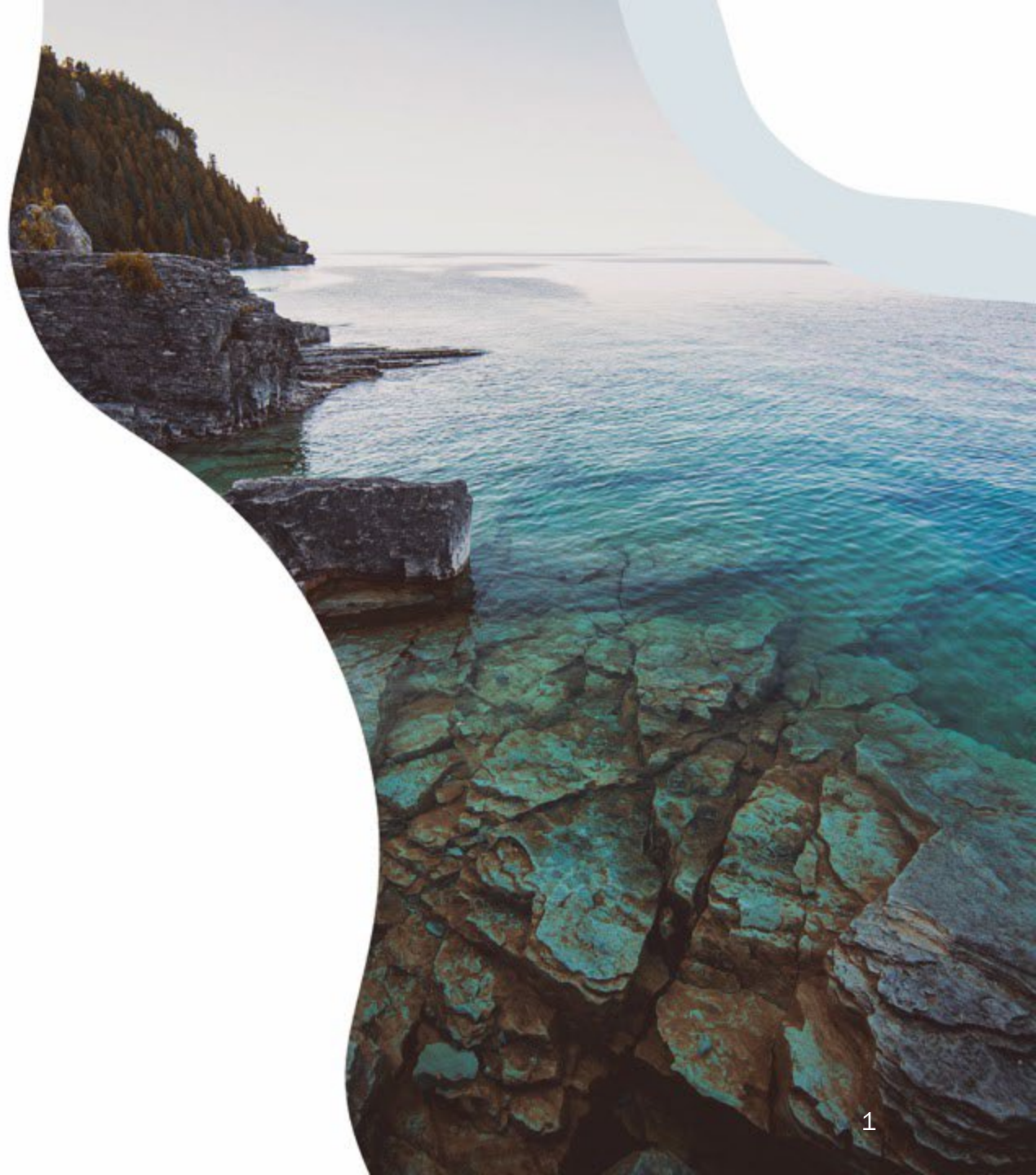
CANADA'S OCEAN SUPERCLUSTER

IP Registry

Instructions for Project Participants to register ***Foreground IP***



April 2025

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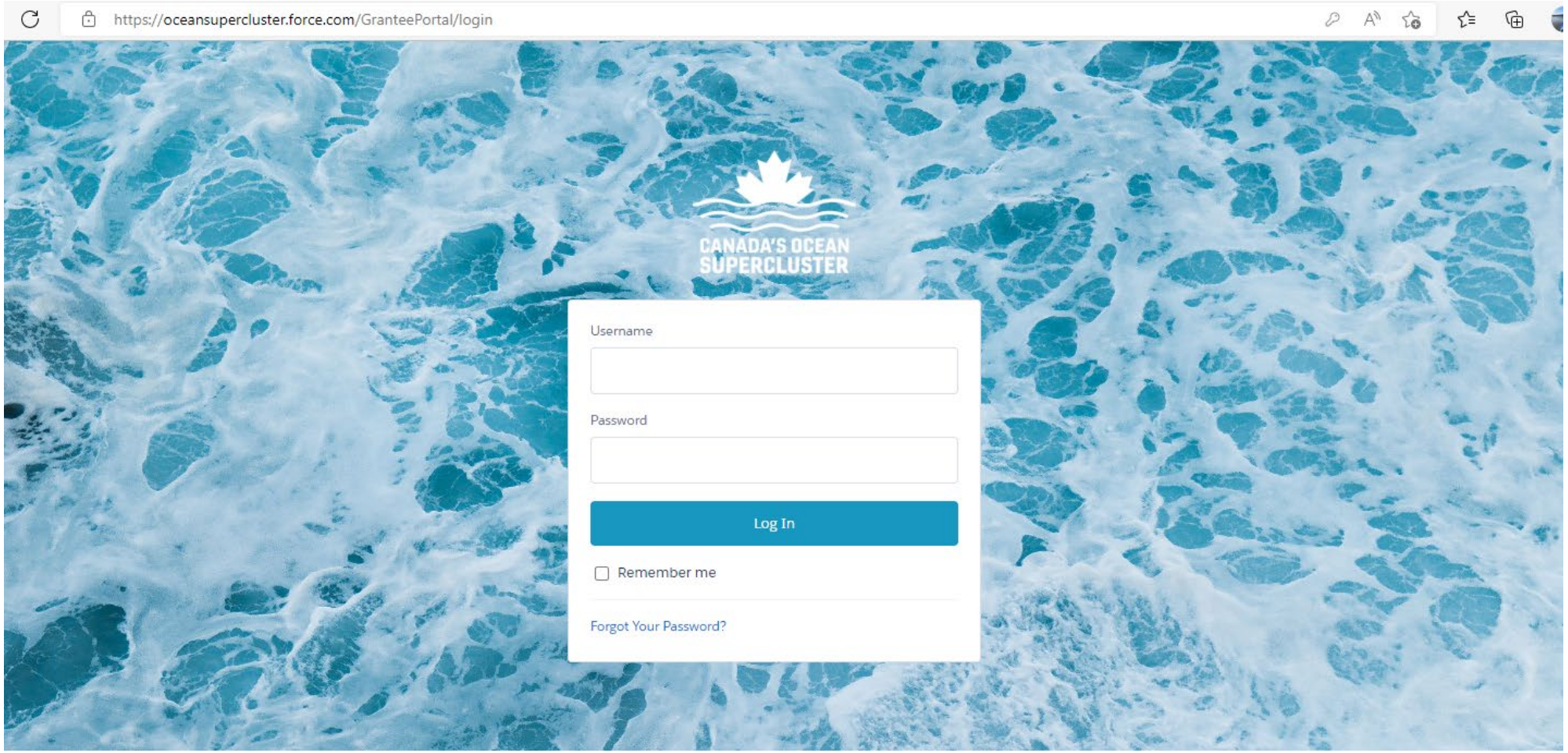
Overview – OSC IP Registry

1. IP = **I**ntellectual **P**roperty
2. Background IP = Intellectual property that an organization already owns or has developed ***prior** to* entering into a new Project and that is required for carrying out the Project or for exploitation of the Foreground IP.
3. **Foreground IP** = Inventions (whether or not patented or patentable), Patents, Trade Secrets, Know how, Industrial Designs, Copyright (e.g., software code) whether or not registered, Trademarks, Proprietary and/or Confidential technical information of commercial value etc. that is generated as a result of Project activities (i.e., IP that is created or developed *during* a Project).
4. All IP to be registered in the IP Registry will be **Foreground IP (FIP)** resulting from Project activities and includes any improvements to Background IP (BIP) and/or novel combinations of BIP.
5. The purpose of the IP Registry is to promote **IP discoverability, exploitation, technology transfer & future collaboration** as well as to fulfill the mandate of the OSC through a requirement for OSC funding:
   - *UMA 8.2(d)(iii) - a commitment from each Participant participating in a TL Project to, upon request, enter into negotiations regarding access to their Foreground Intellectual Property (IP), with Members…who would benefit from opportunities to access expected Foreground IP arising from a Project, subject to any limitations to such access.*
   - Three categories of access are contemplated: (i) Commercial Sale; (ii) License; or (iii) Collaborative R&D
6. Project Participants who are Foreground IP owners must register "**non-confidential**" descriptions of Foreground IP with the OSC IP Registry. The project team must complete and submit the required information through the OSC Member portal. Please reach out to Shafiq Manji for an orientation to walk through the process of creating and submitting a Foreground IP record to the IP Registry.

Please review the instructions on the following pages for guidance on the submission of Foreground IP assets to the IP Registry. If further assistance is required, please reach out to Shafiq Manji at shafiq.manji@oceansupercluster.ca

Log-in to the **Member Portal** to access the **IP Registry**

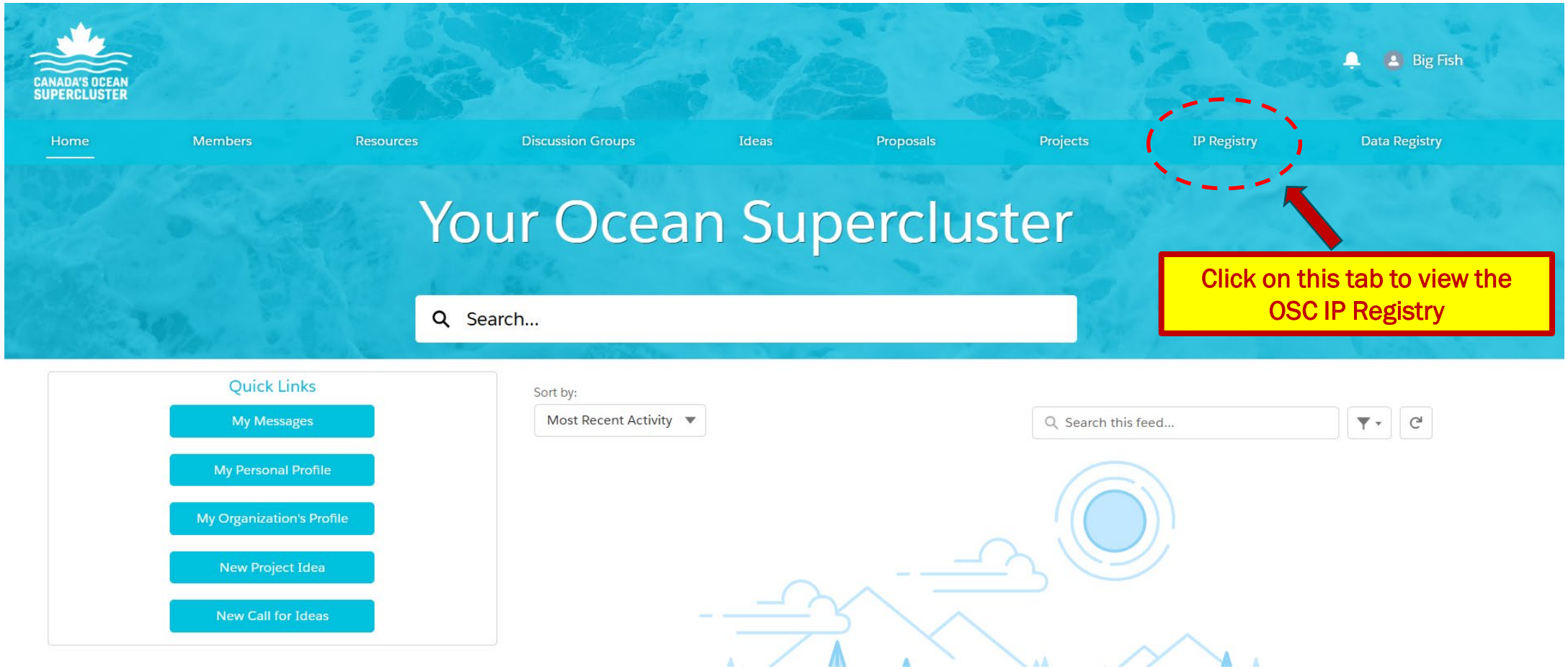
https://oceansupercluster.force.com/GranteePortal/login



Don't have log-in credentials? Please reach out to: membership@oceansupercluster.ca

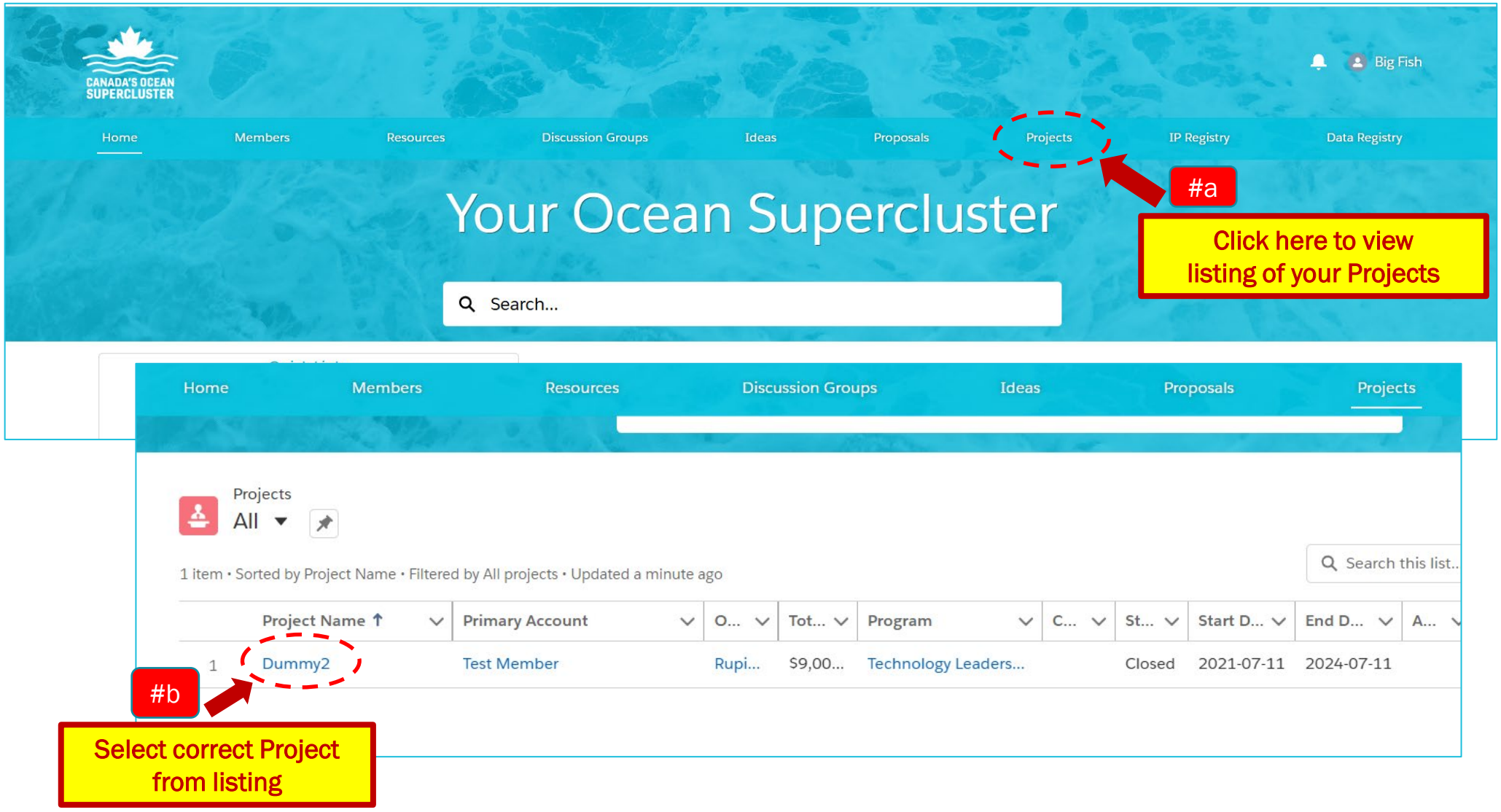
View the “published” IP Registry for Canada’s Ocean Supercluster (OSC)

(the IP Registry is a catalogue of Foreground IP generated from all OSC projects)

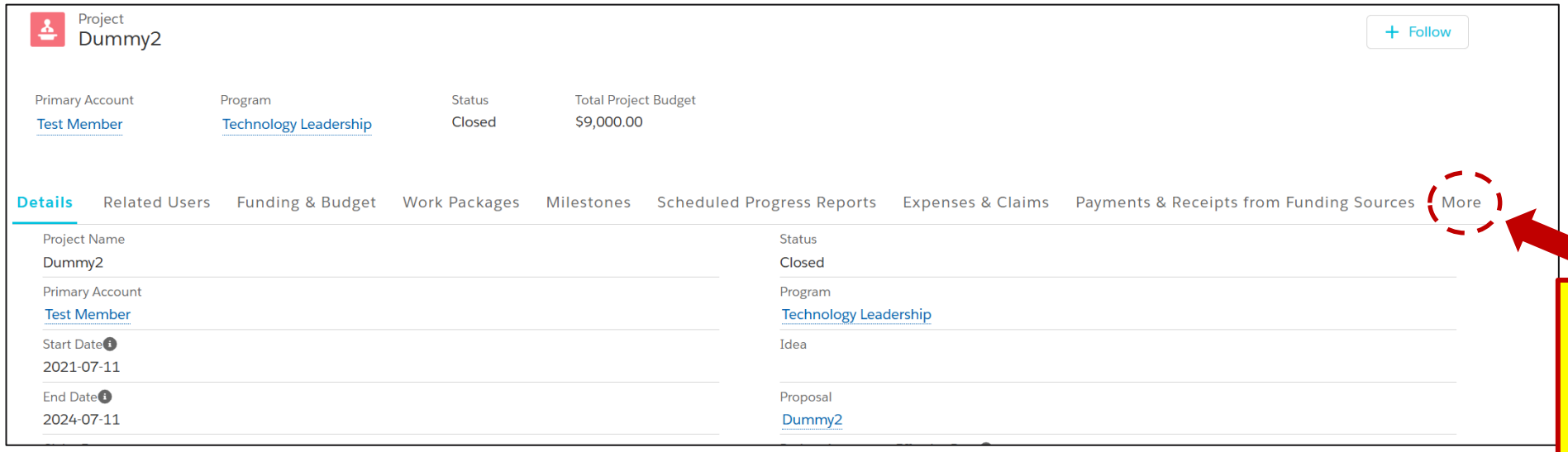


Step 1: Selecting the **Project** that the Innovation/Foreground IP relates to:

****Please note Members may be involved with multiple Projects so please click on the correct Project*

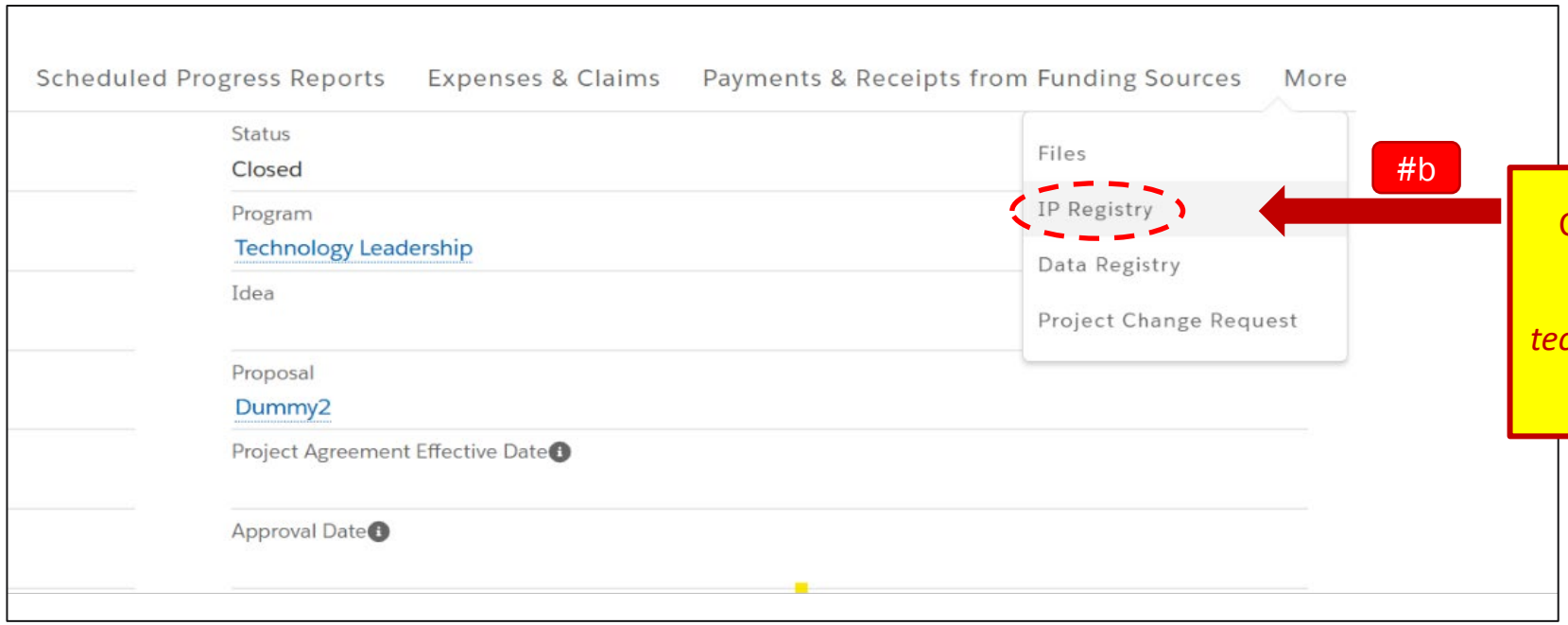


Step 2: Navigating to your Project's **Innovation/TRL** page



#a

Select the **More** tab which will bring up a drop down having: **Files, IP Registry, Data Registry, Project Change Request**



#b

Click on **IP Registry** which will take you to the **Innovation** categories (i.e., *areas of technological advancement*) page for your project

Step 3.1: Entering the **Innovations/TRLs** from your Project Agreement **(Schedule G - Intellectual Property)**

***The first step in updating the OSC IP Registry with your project IP information is to enter in the Innovation areas or categories (i.e., Key Areas of Technological Advancement) and corresponding TRL shifts actually realized during your project as referenced in your Project Agreement with the OSC. You can easily reference the baseline information from the first table in **Schedule G – Intellectual Property** of your Project Agreement (see example excerpt below).

These are the **Innovation** categories that are to be entered amd saved during this stage.

SCHEDULE G

INTELLECTUAL PROPERTY

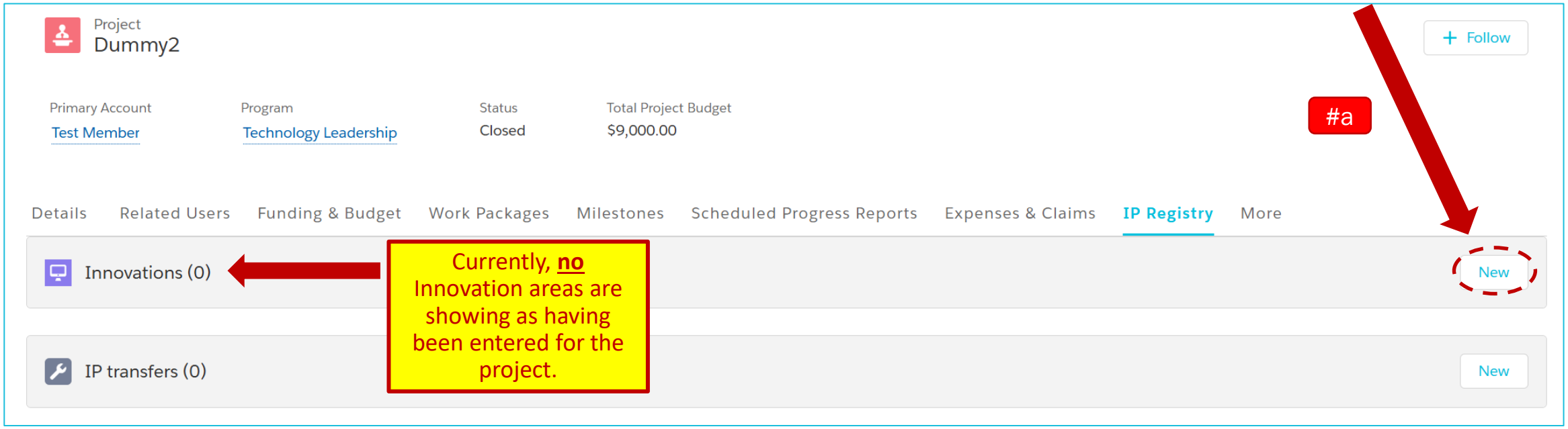
1. **Innovation Table (Technology Advancement) and TRL Shift:** To provide guidance about the maturity of the current Project and expected outcomes, the current technology readiness level (TRL) of the current AI Project (broken down into expected areas of Innovation) and the anticipated TRL level by the end of the Project has been assessed as per the table below. Should the TRLs identified below change, the change must be processed in accordance with the Change Management Schedule to this Agreement.

Key "*Areas of Technological Advancement*" for Commercialization (i.e. Innovation Area)	Brief Description	TRL Start (1- 9)	TRL End (Anticipated) (1-9)	Product, Service or Process	Related to Hardware, Software or Hardware and Software	Owner(s)
Innovation 1	Brief, high-level, non-confidential description	4	7	Product	Hardware	Owner A
Innovation 2	Brief, high-level, non-confidential description	4	8	Process	Hardware and Software	Owner A
Innovation 3	Brief, high-level, non-confidential description	5	7	Service	Hardware and Software	Owner B

Step 3.1: Entering the **Innovations/TRLs** from your Project Agreement **(Schedule G - Intellectual Property)**

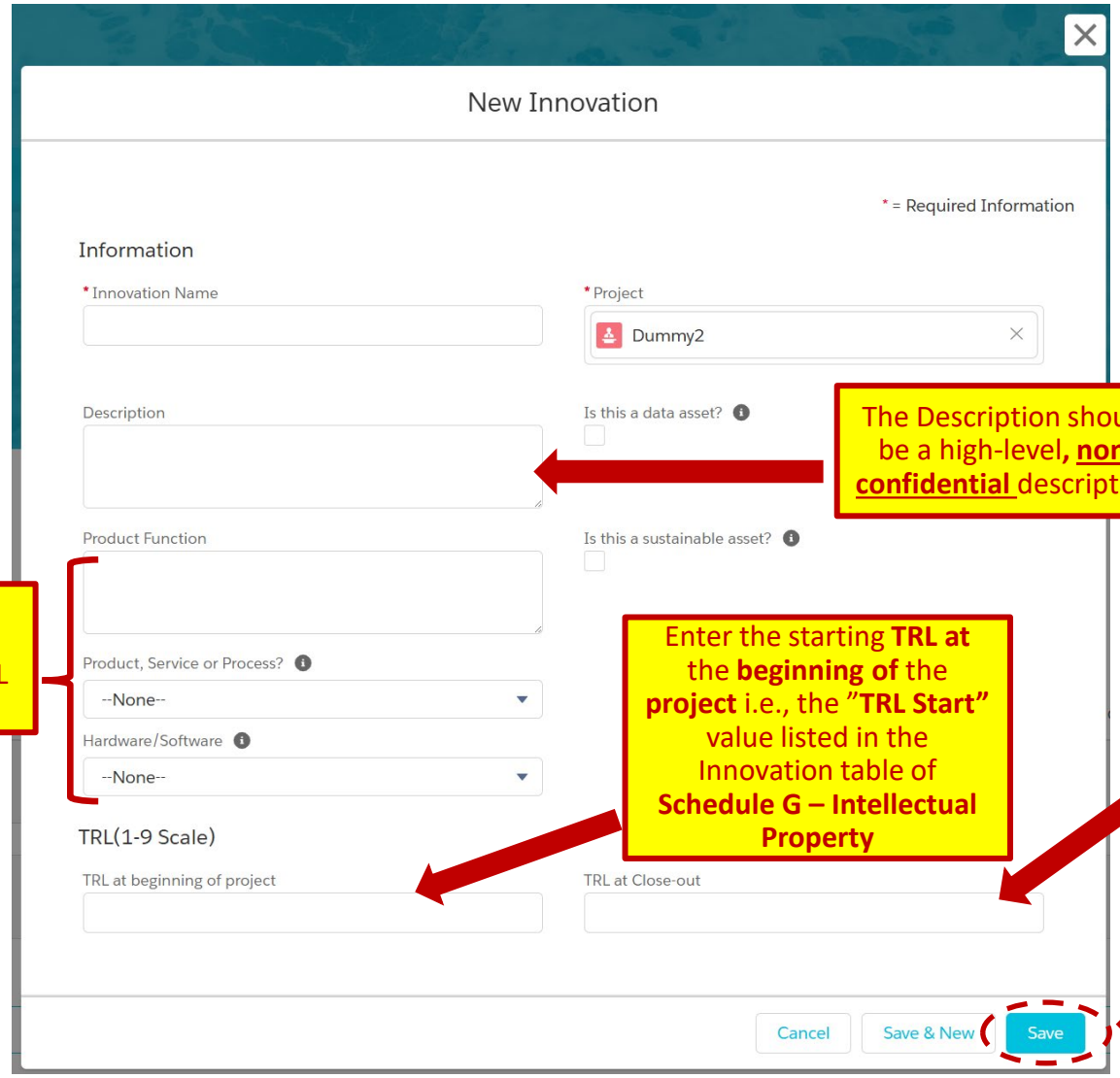
After clicking on the **IP Registry** tab shown in slide 7, you will be taken to the **Innovations** (*areas of technological advancement*) page for your project – see below. The Innovations category below indicates zero (0) Innovation records have been currently registered for your Project.

Click on the **New** tab to enter a new **Innovation** area (i.e., key area of technological advancement) which will bring up a brief online form to complete in order to add an Innovation for your given Project.



Currently, **no** Innovation areas are showing as having been entered for the project.

Step 3.2: Entering **Innovation** information into the online form



#b

Please complete all fields in this online form for each **Innovation** area listed in the first table "**1. Innovation Table (Technology Advancement) and TRL shift:**" found in **Schedule G - Intellectual Property** of your Project Agreement – *see slide 8*

#c

This process should be completed for **each** Innovation area listed in your project's Innovation/TRL table by clicking on the **New** tab as shown on slide 9

The Description should be a high-level, **non-confidential** description

Please complete info for ALL fields

Enter the starting **TRL at the beginning of the project** i.e., the "**TRL Start**" value listed in the Innovation table of **Schedule G – Intellectual Property**

Enter the **actual TRL** realized at project **Close-out** even if not the same as the **Expected TRL** listed in the Innovation table of **Schedule G – Intellectual Property**

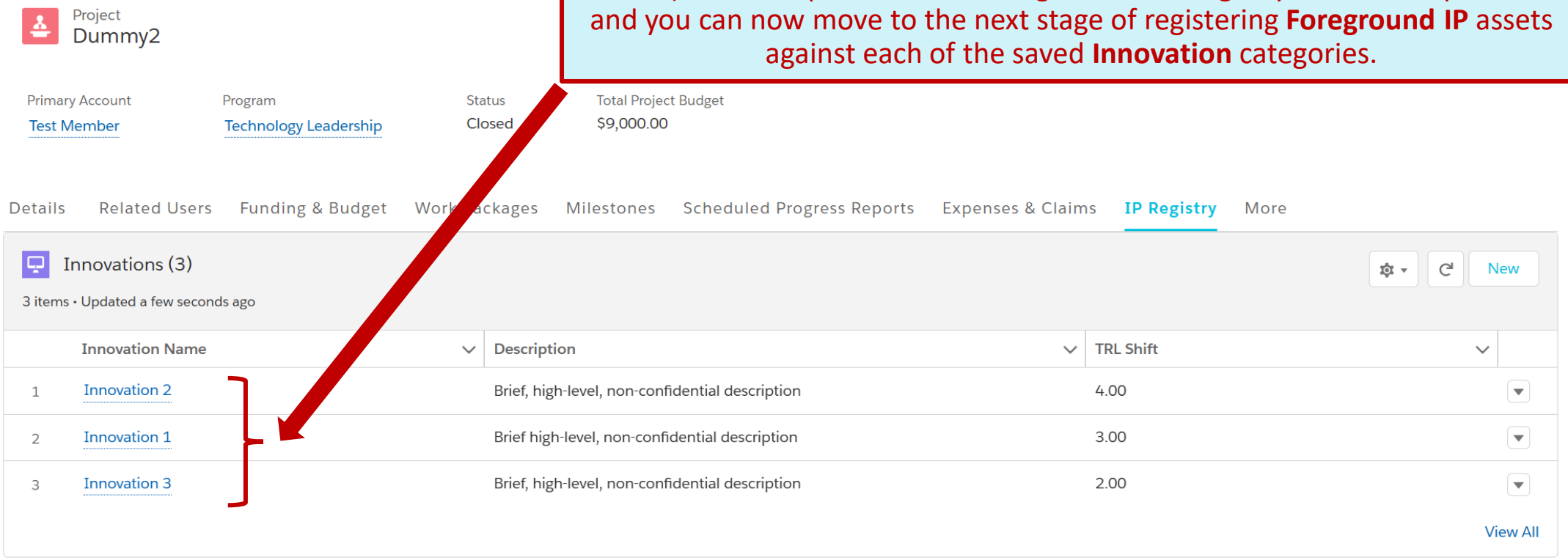
Please ensure to click on **Save** after completing the form to register this Innovation area for your Project

TRL = Technology Readiness Level

**Please note that the OSC uses a 9-pt (1 - 9) TRL scale see TRL 9-pt scale*

Step 3.2: Entering **Innovation** information into the online form

After all Innovation categories and associated information have been entered and saved from Schedule G – Intellectual Property of your Project Agreement, they should now appear in an **Innovations** listing, an example of which is shown below with the **TRL Shift** automatically calculated for each Innovation category (using the "TRL at beginning of project" and "TRL at Close-out" fields). This completes the first stage of the IP Registry submission process and you can now move to the next stage of registering **Foreground IP** assets against each of the saved **Innovation** categories.



Step 4: Registering **Foreground IP** under an Innovation category

This step can be completed by referencing the **Expected Foreground IP** table under section "**3. Expected Foreground IP:**" in **Schedule G – Intellectual Property** of your Project Agreement (see below example). Starting with the first record in your Expected Foreground IP table as an example, refer to the third column containing the text "**Innovation Area from TRL table**", or a variation thereof, which will determine the specific Innovation category that the corresponding Foreground IP record is to be categorized under. You should then click on this specific Innovation category in from the Innovations listing page on slide 11 to bring up the DETAILS page for that particular Innovation category.

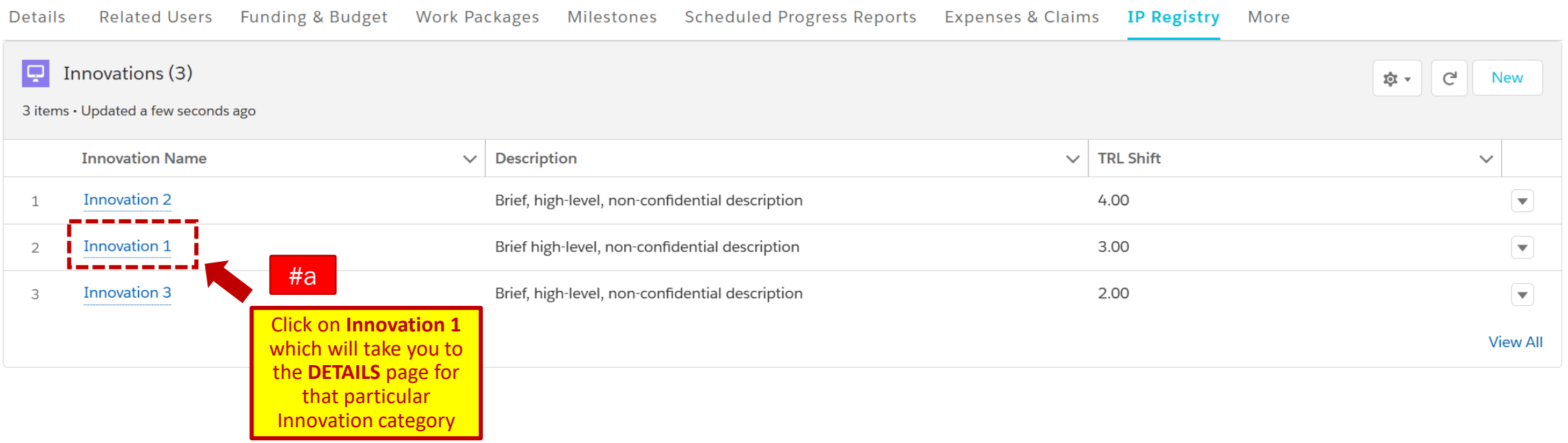
3. **Expected Foreground IP:** The following table sets forth the expected Foreground IP to be created during the Project, including the principles that have been agreed upon among the Participants and any other relevant Person.

Expected Foreground IP	Part of the Deliverables to which the Foreground IP relates	Area of 'Technological Advancement' from the TRL table above that it most closely relates to (Map to specific Innovation Area from TRL table)	Owner	How will it be protected i.e. type of IP protection? (Trade secret, patent, copyright etc.)	Is it an improvement of Background IP? Which one? Is a license required to practice?	Who needs access to Foreground IP (if applicable) during the Project, and what kind of access? Licenses required?	Who needs post-project access to Foreground IP for commercialization or research purposes? Licenses required?
FIP 1		Innovation 1	Owner A	Patent			
FIP 2		Innovation 3	Owner B	Trade Secret Copyright			
FIP 3		Innovation 2	Owner A	Trade Secret Copyright			

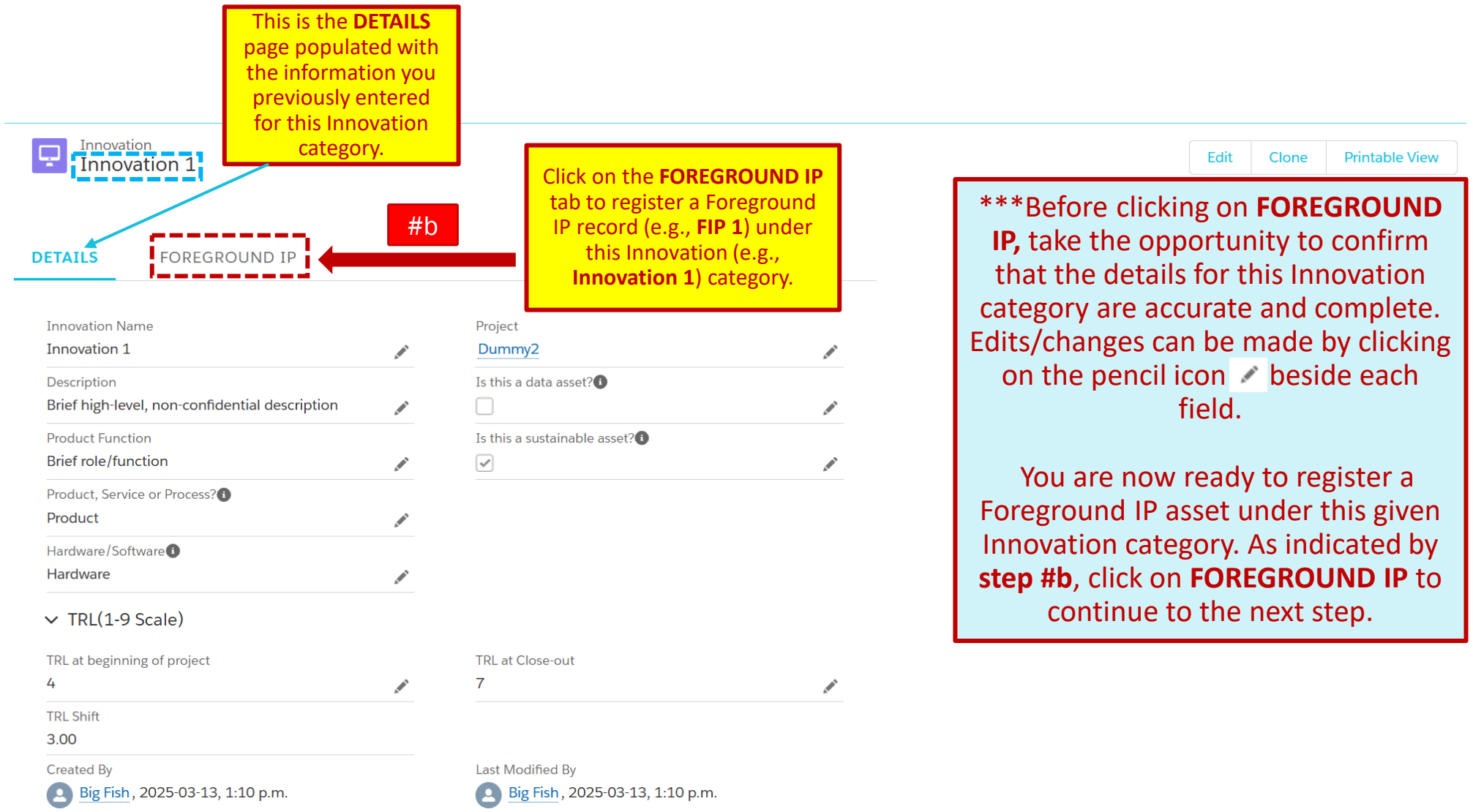
E.g., FIP 1 should be registered under **Innovation 1**

Step 4.1: Registering **Foreground IP** under an Innovation category

In the example on the previous slide, **FIP 1** is to be registered under the "**Innovation 1"** category. So, click on **Innovation 1** on the Innovations listing page which will take you the **DETAILS** page for that specific Innovation category – the **DETAILS** page should be populated with the information you previously entered and saved for that particular Innovation category (see next slide).



Step 4.1: Registering **Foreground IP** under an Innovation category



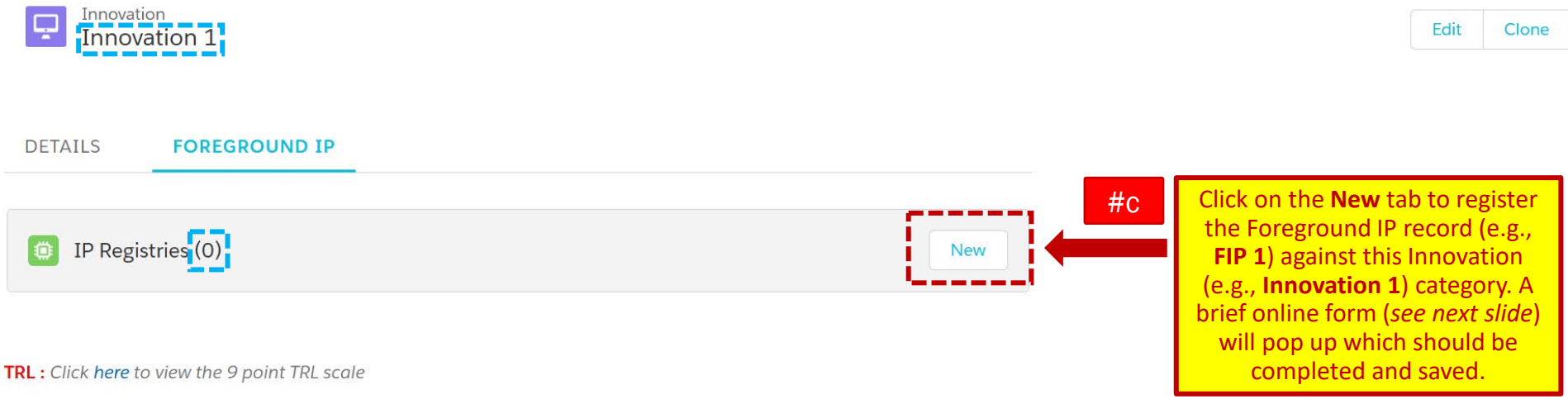
***Before clicking on **FOREGROUND IP,** take the opportunity to confirm that the details for this Innovation category are accurate and complete. Edits/changes can be made by clicking on the pencil icon beside each field.

You are now ready to register a Foreground IP asset under this given Innovation category. As indicated by **step #b**, click on **FOREGROUND IP** to continue to the next step.

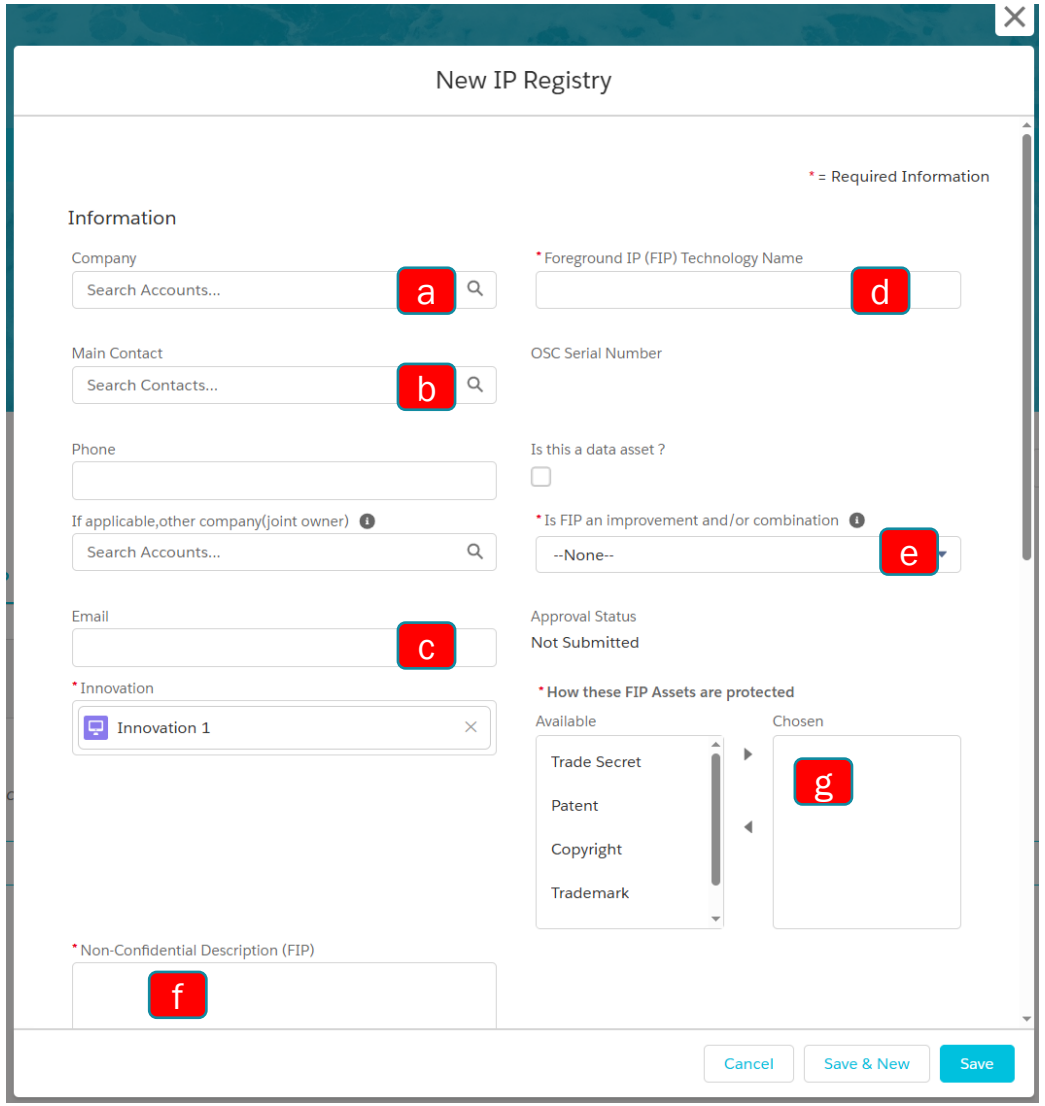
Step 4.2: Registering **Foreground IP** under an Innovation category

You should be brought to the below **IP Registries** page for the selected Innovation category (in this case Innovation 1). As shown, zero (0) Foreground IP records (or IP Registries) have been registered under the selected Innovation category.

To register a Foreground IP record (e.g., FIP 1) under its appropriate Innovation category (by referring to the 2nd table in Schedule G – Intellectual Property of your Project Agreement as depicted on slide 12 and cross-referencing each Foreground IP asset to the 3rd column of the table), you will need to click on the **New** tab as shown below which will bring up another brief online form (*see next slide*) that is to be completed for the given Foreground IP asset. By completing and saving this online form, you are essentially creating a new Foreground IP record in the system that will be filed under the selected Innovation category.



Step 4.3: Completing the '**New IP Registry**' form (page 1 of 2)



a Type in the name of the **Company** that owns the Foreground IP asset.

b **c** Enter the **Contact** person and their email (*as you start typing in **Company** name and **Main Contact**, valid options should pop up for each field that can then be selected).

d Enter the name of the Foreground IP asset (*refer to first column in Expected Foreground IP table of Schedule G*).

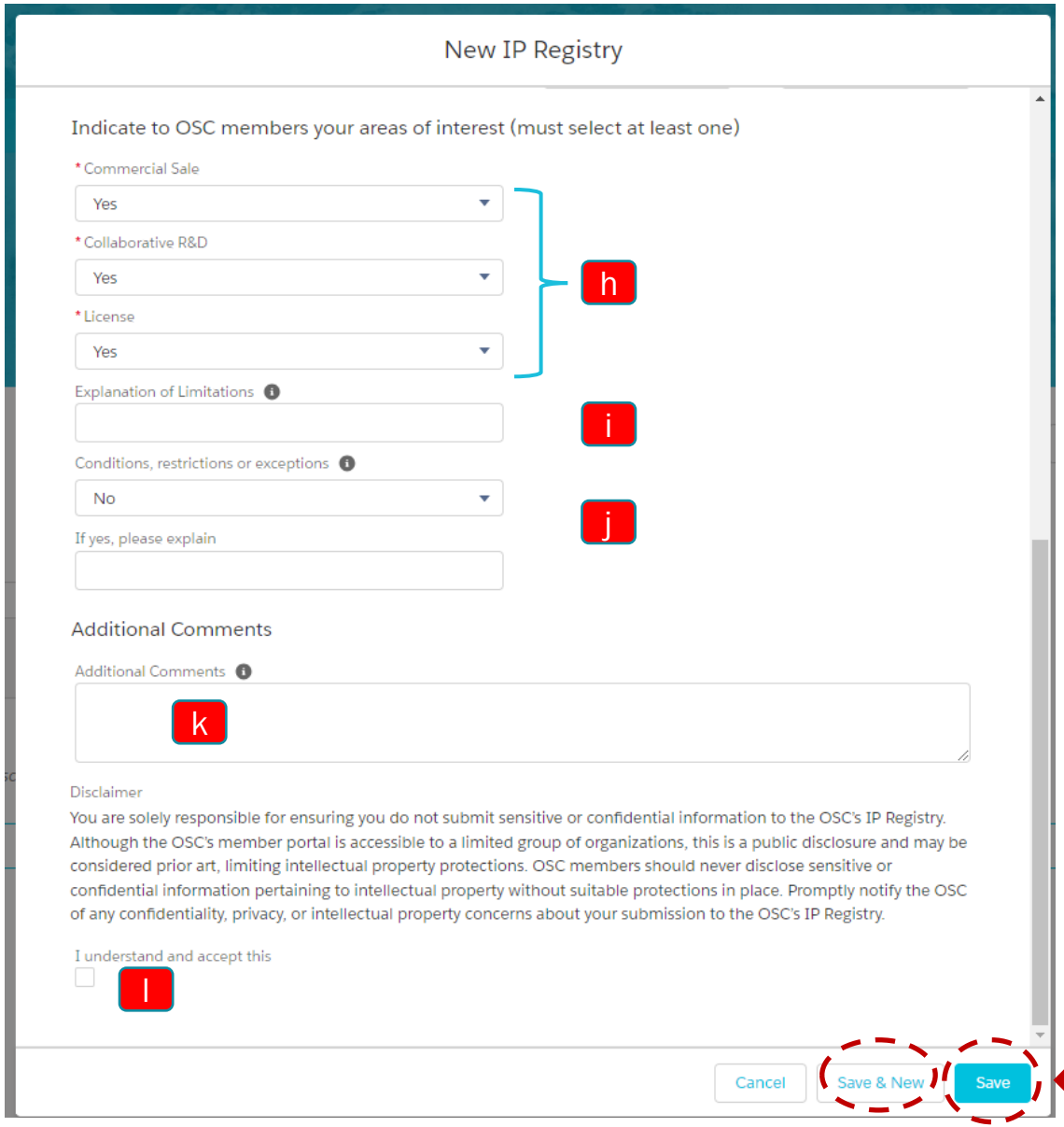
e Indicate if the Foreground IP (FIP) is an improvement and/or combination of Background IP. Select "No" if the Foreground IP is new IP.

f Provide a "**Non-Confidential Description**" of the Foreground IP (*note that this will be published to the IP Registry and publicly available). Please provide enough contextual description so that the reaader can determine interest level.

g From the pick list, indicate how the Foreground IP is protected (*more than one protection can apply).

**Your contact Email will be made available to all OSC members who wish to connect about negotiating access to the Foreground IP.*

Step 4.3: Completing the '**New IP Registry**' form (page 2 of 2)



h Indicate the Company's interest with regard to negotiating access to the Foreground IP. *Must select willingness to be contacted by OSC members with respect to at least one of:

(i) Commercial Sale
(ii) Collaborative R&D
(iii) License

i If not open to providing access to the Foreground IP (e.g., have answered 'No' to all of above fields), you will need to provide an explanation as per UMA 8.2(d)(iii).

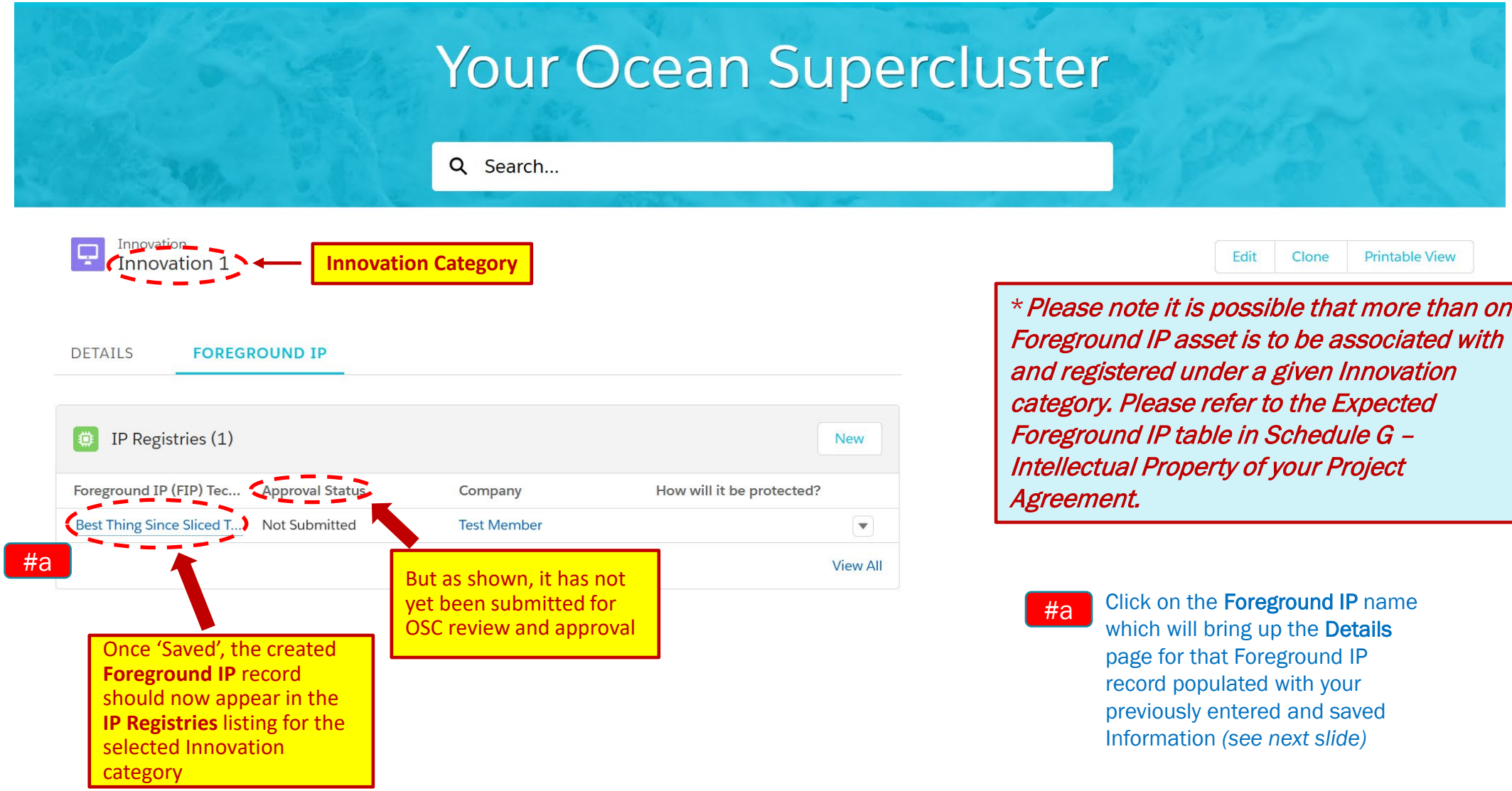
j Are there any conditions or restrictions (e.g., military defense contract) preventing publication of Foreground IP to the OSC IP Registry? If yes, please explain.

k Additional comments for OSC to help profile your technology (e.g., link to product page). This will not be published.

l Read and accept Disclaimer

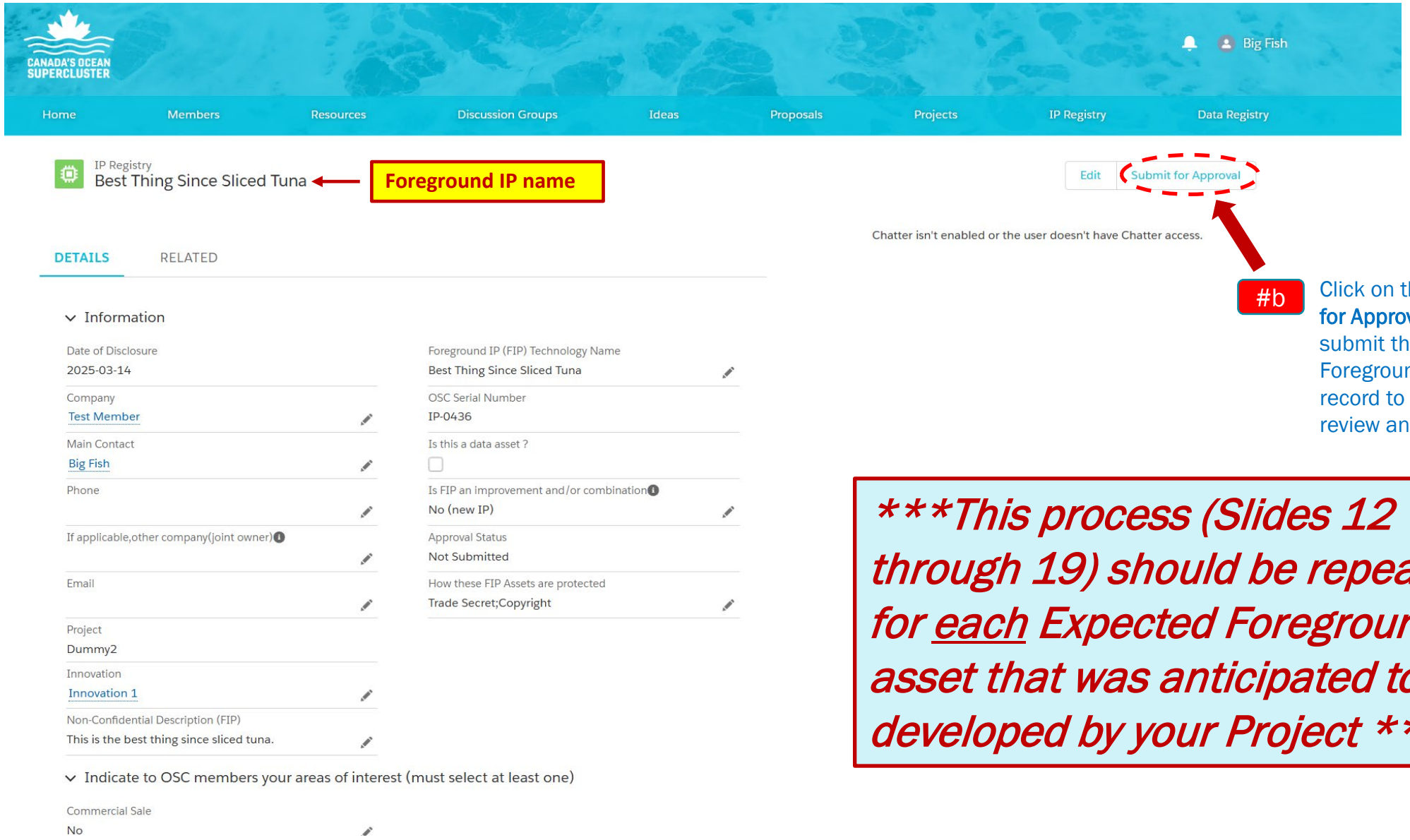
Click **Save** when complete or at anytime to save your work and come back to it later. Or click **Save & New** to save and create another Foreground IP record under the same Innovation category

Step 5: **Submit** the Foreground IP asset for **OSC approval** once details entered and saved



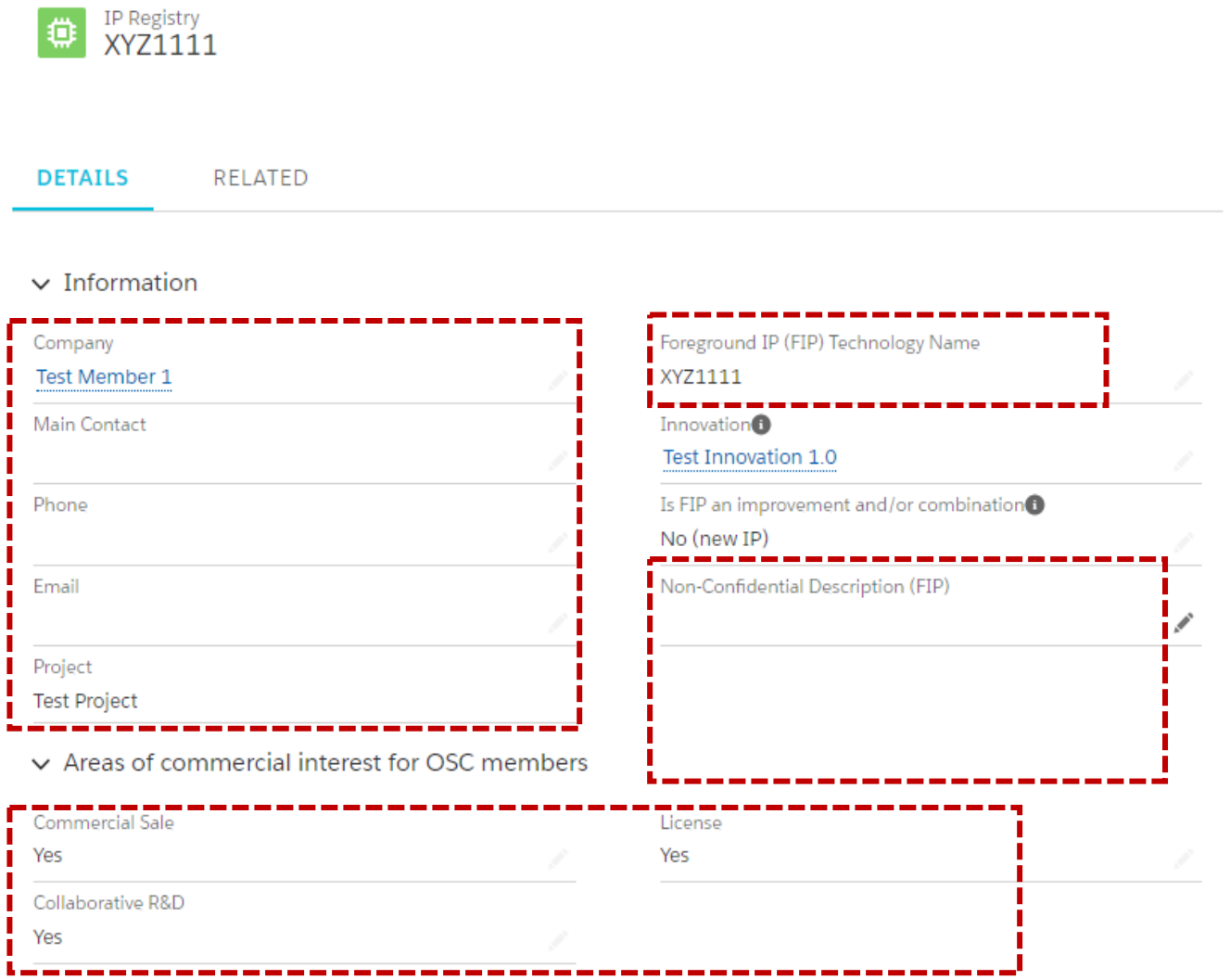
#a Click on the **Foreground IP** name which will bring up the **Details** page for that Foreground IP record populated with your previously entered and saved Information *(see next slide)*

Step 5: **Submit** the Foreground IP asset for **OSC approval** once details entered and saved



******This process (Slides 12 through 19) should be repeated for <u>each</u> Expected Foreground IP asset that was anticipated to be developed by your Project ******

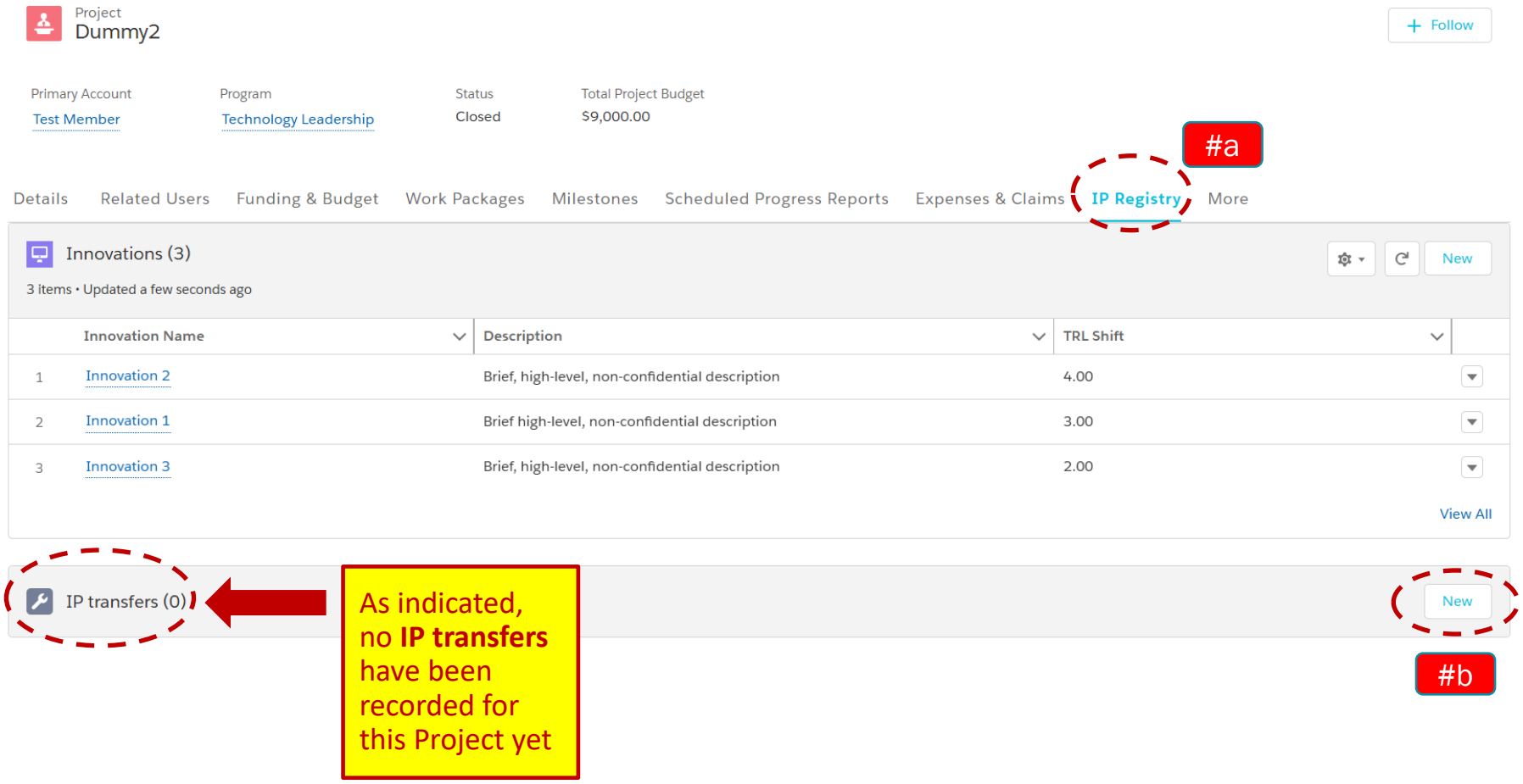
Example format and content of a **published Foreground IP** listing in the **OSC IP Registry**



***Please note that only the depicted **non-confidential** information for each Foreground IP asset will be published to the OSC IP Registry for public viewing by OSC Members following OSC approval.

Step 6: Entering Commercialization or **Technology Transfer** info related to Foreground IP

After registering all Foreground IP relevant to your Project, the final step in the process is to update relevant technology transfer information concerning your Foreground IP asset(s). This information is for OSC reporting purposes only (in aggregate) and will not be published. These updates can be made by navigating to the **IP transfers** section located below the **Innovations** listing as depicted below.



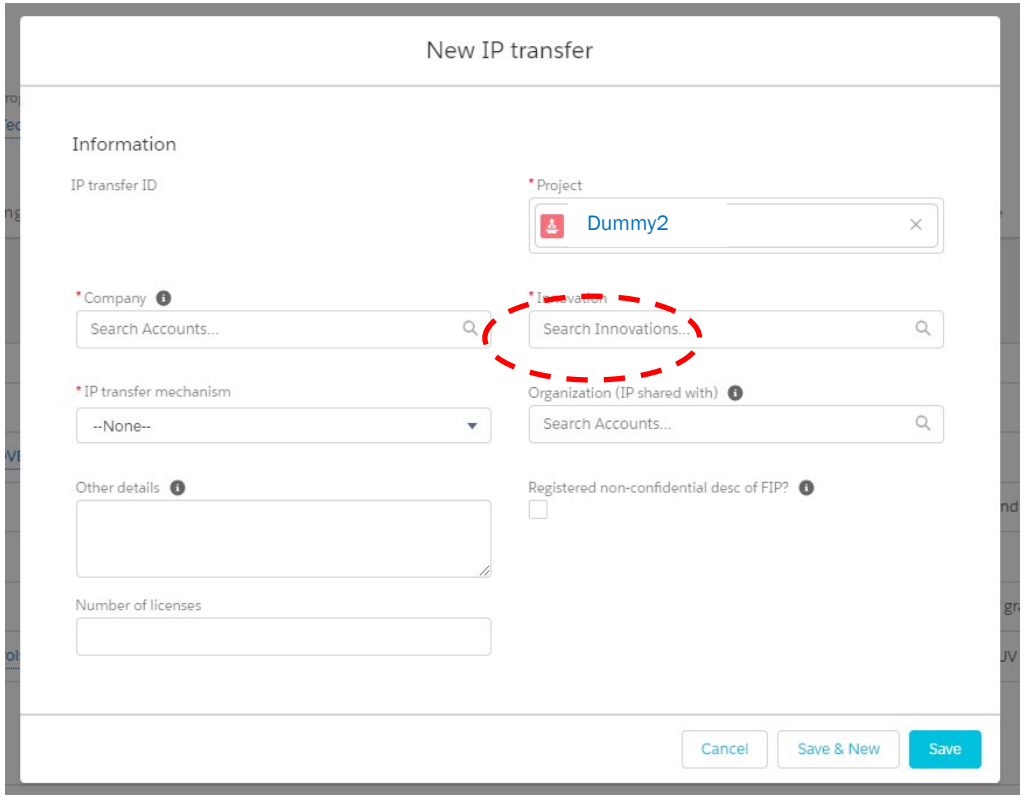
As indicated, no **IP transfers** have been recorded for this Project yet

#a Clicking on the '**IP Registry**' tab after selecting your Project will bring up a listing of all **Innovation** categories associated with your Project

#b In the **IP transfers (0)** section, clicking on '**New**' will bring up a brief online form (*see next slide*)

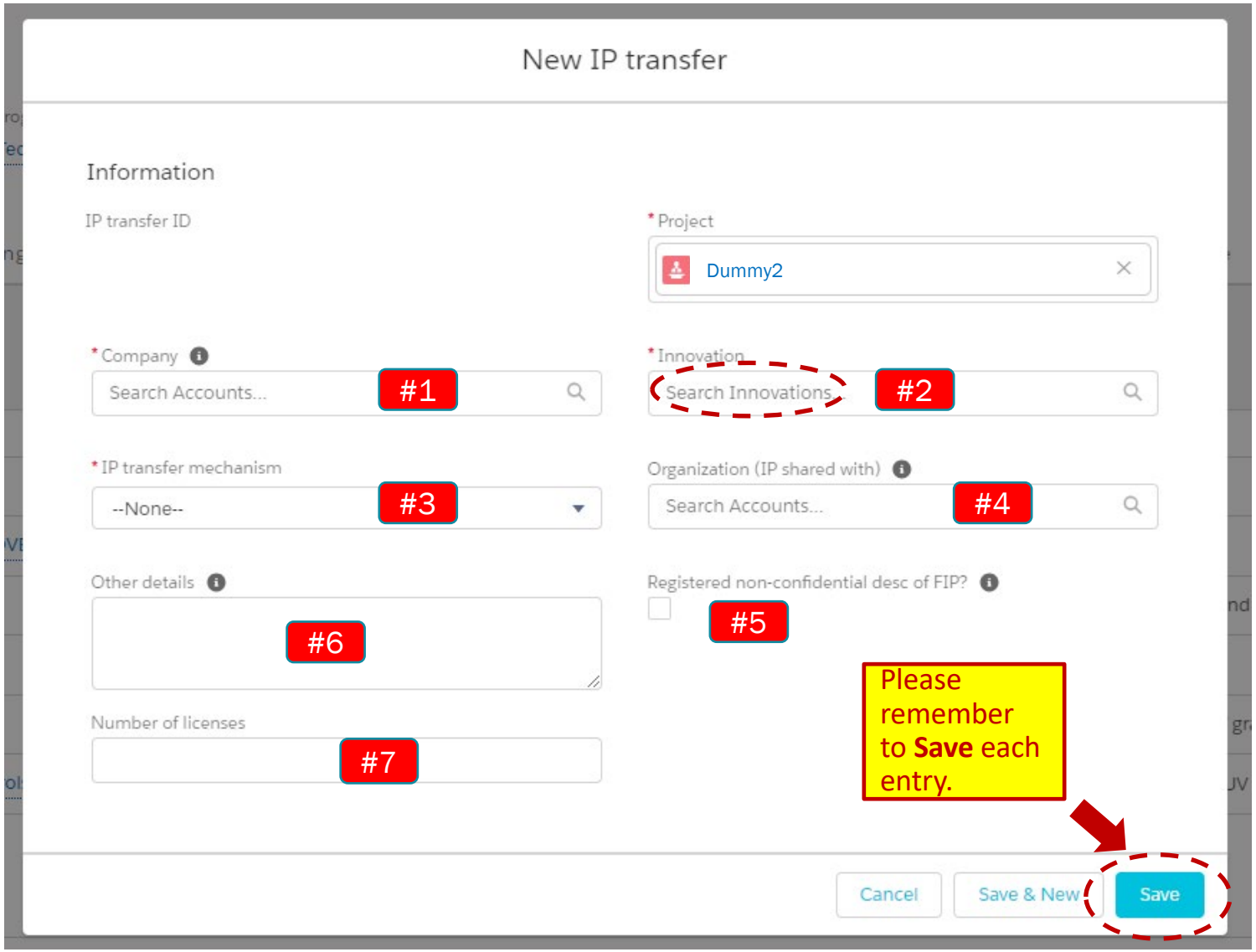
Step 6: Entering Commercialization or **Technology Transfer** info related to Foreground IP

The below **New IP transfer** form should be completed by each Foreground IP owner who has granted access to its Foreground IP to other project Partner(s) and/or OSC members for research **or** commercialization purposes. Please note that the information being collected here is at the higher "**Innovation**" category layer.
So, for each Foreground IP asset to which access has been granted to other project partner(s) and/or OSC members, please identify the Innovation category that the particular Foreground IP falls under (e.g., using the Foreground IP table in Schedule G – Intellectual Property) prior to completing this step.



***See next slide for instructions on how to complete each field on this form**

Step 6: Entering Commercialization or **Technology Transfer** info related to Foreground IP



This form should be completed for each Foreground IP asset to which access has been granted to other project Partner(s) and/or OSC members for research or commercialization

- #1 Begin typing the **Company** that "owns" the Foreground IP and select from the pop-up list
- #2 Click in this field and then select the relevant **Innovation category** that the Foreground IP granted access to falls under
- #3 Make an appropriate selection from drop-down list. If **Other**, please provide additional details in the box below
- #4 Begin typing the name of the Organization that is being granted access to the Foreground IP and select from pop-up list
- #5 Select to confirm that the Foreground IP has been submitted to the OSC IP Registry
- #6 Additional details may be entered here.

Please reach out with any questions to:

Shafiq Manji
shafiq.manji@oceansupercluster.ca