

PATENT FILING PROCEDURE

Procedure #	SR-500-P1	Revision #	01
Accessibility level:	A	Effective date:	Jan 20, 2021

1. Purpose

FBSU grants Patent registration for its staff and students to protect their innovative ideas.

2. Definitions

- 2.1 **The Dean:** the dean of the scientific research deanship.
- 2.2 **The Council:** the council of the scientific research deanship.
- 2.3 **The applicant** is the faculty member, staff, or a student who applies for patent registration.

3. Procedure

- 3.1 The applicant must be a faculty member or a staff at FBSU at the time of the application, or a student working in a project at FBSU.
- 3.2 The applicant should fill the application form and send it directly to the Deanship of Scientific Research.
- 3.3 The applicant should also fill a non-disclosure form if he/she discussed the idea prior to filing the patent.
- 3.4 The Deanship of Scientific Research will form a committee to check the possibility of filing the application.
- 3.5 The committee will discuss the application for possible filing and can ask the applicant for any clarifications and/or demonstration if needed.
- 3.6 All correspondence between the committee and the inventor will be included in the application if passed the first review process.
- 3.7 The Deanship will proceed with application after being approved by the Scientific Council at FBSU.
- 3.8 The application will be sent to the Saudi Authority for Intellectual Property (SAID)
- 3.9 The Deanship of Scientific Research will handle the communications and discussion between the applicant and SAID until the final decision.
- 3.10 Final decision will be approved by the Scientific Council at FBSU.

4. Related Documents

- 4.1 Patent requesting form (SR-500-F1)
- 4.2 Copyright form (SR-500-F2)