

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

OFFICE OF THE CHANCELLOR

13 December 2013

MEMORANDUM NO. 181
Series of 2013

TO : All UPLB Faculty, Researchers, Staff and Students

SUBJECT : Conduct of Prior Art Search Prior to Submission of
Research and Thesis/Dissertation Proposals

As a requirement for submission to the Office of the Vice Chancellor for Research and Extension (OVCRE) or to the advisers, all research/thesis proposals must be subjected to **prior art search** by the Center for Technology Transfer and Entrepreneurship (CTTE) to ensure that these are really new, innovative, and are original ideas of the proponents. This is to avoid situations where applications for intellectual property protection are rejected by the Intellectual Property Philippines because these had already been awarded local or international patents.

The prior art search shall be conducted free of charge by the CTTE, an Information and Technology Support Office (ITSO) franchisee, that subscribes to a worldwide patent search engine, the Thomson Innovation Patent Search Database. The CTTE has reserved three desktop computers devoted mainly for patent search to ensure that the requirement for prior art search will not cause any delay in the conduct of the research/thesis. CTTE staff will also be available to assist research proponents and thesis students in conducting prior art search.

Once the products/processes conceptualized in the research/thesis proposals are found to be original or new, the researchers/students can finalize their research/thesis proposals. These should incorporate the results of the prior art search before submission for approval by the OVCRE/thesis advisers

Prior arrangements should be made with the CTTE regarding the schedule for conducting the prior art search through telephone no. 501-4756 or email: upibctte@yanoo.com.

For your guidance and compliance.


REX VICTOR O. CRUZ
Chancellor

NOTED/RECOMMENDING APPROVAL:



413/00341
CTTE14-1364

OFFICE OF THE VICE-CHANCELLOR

FOR RESEARCH AND EXTENSION

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS



July 2, 2014

BY: Angelica de Jesus

TO: All Faculty, Researchers, Undergraduate and Graduate Thesis Students and Advisers

FROM: 
DR. MA. VICTORIA O. ESPALDON
Vice-Chancellor for Research and Extension *gcs*

SUBJECT: Procedure in the Conduct of Prior Art Search

As per OC Memo No 181 Series of 2013 on the conduct of prior art search before submission of research proposals to OVCRE and thesis outlines to academic/research advisers, the following procedure shall be followed with the assistance of the CTTE (Figure 1):

1. All researchers and thesis students (graduate and undergraduate) must accomplish the Prior Art Search (PAS) form (UPLB CTTE Form No. 01).
2. Download the UPLB CTTE Form No. 01 from the CTTE website (ctte.uplb.edu.ph).
 - a. All research proposals and thesis/dissertation outlines that intend to produce or develop a new product, process or both must be accompanied by an accomplished PAS form (items A to D). Kindly proceed to steps 3 to 5.
 - b. All research proposals and thesis/dissertation outlines that will not produce nor develop a new product, process or both must be accompanied by an accomplished PAS form (items A to C). Once accomplished, the form should be attached to the research proposal/thesis/dissertation outline. Please proceed to step 5b.

Note: In case the CTTE website is down or inaccessible, the PAS form may be accessed through the: College Secretary's Office, Department/ Director's Office or Office of the Dean

3. Make an appointment or send an email to CTTE regarding the conduct of the PAS (tel.no. 501-4756; uplbctte@gmail.com).
4. Bring the accomplished PAS form and perform the PAS with the assistance of CTTE staff.

Note: In case the Thomson Innovation Patent Database at CTTE is not available or currently being used by other students and employees, the prior art search may be done through the internet using the free patent search engines, namely:

- a. Espacenet (www.espacenet.com)
- b. US Patent and Trademark Office (www.uspto.com)
- c. Intellectual Property Office of the Philippines (www.ipophil.gov.ph)

5. Based on the patent search result, is there a patent applied or granted related to the proposed study?

a. If yes, the faculty/researcher or student may opt to revise the proposed study to make it new or novel.

b. If no, meaning that there is no existing patent applied or granted related to the study:

FACULTY/RESEARCHER will:

- i. Forward the research proposal to the IP representative for verification and encoding of the PAS form to the IP database;
- ii. Submit the research proposal to the Department Chair/Director/Dean for signature; and
- iii. Submit research proposal to the Office of the Vice Chancellor for Research and Extension.

THESIS STUDENT will:

- i. Submit the thesis outline to the Advisory Committee;
- ii. Forward the thesis outline to the IP representative for verification and encoding of the PAS form to the IP database;
- iii. Submit the thesis outline to the Department Chair/Director; and
- iv. Forward the thesis outline to OVCRE for Graduate students; and College Dean for Undergraduate students.

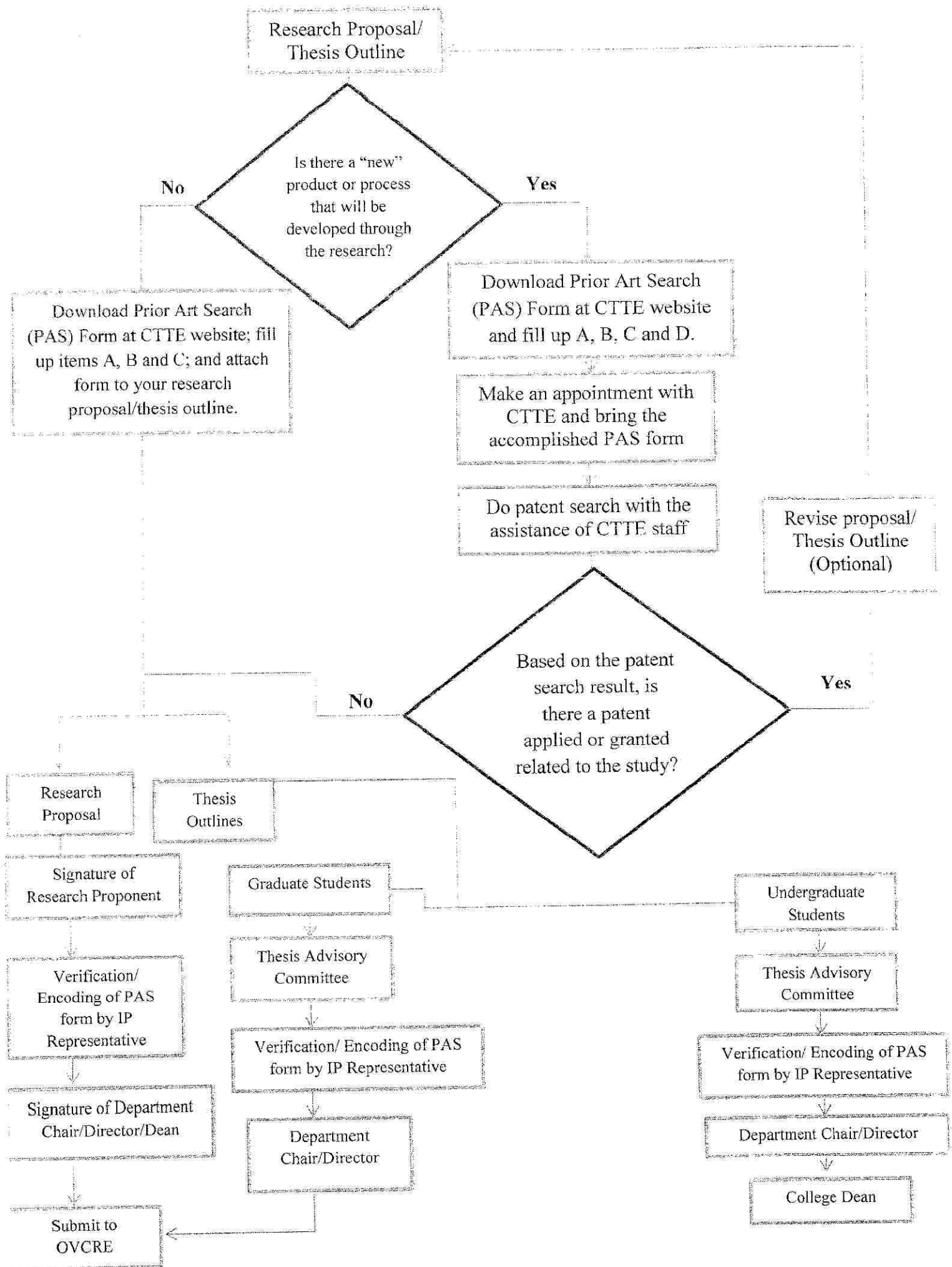


Figure 1. Flow chart for Prior Art Search (PAS).