

1.

The originator of the R&D result fills in a registration form where he/she lists all the details of the result and ensures signatures of originators. The registration form is intended for results of the following types: functional sample, software, pilot operation, validated technology, prototype, certified methodology, specialised public database, research report.

2.

The originator creates a PBD record according to the data in the registration form.

3.

The originator hands over the registration form to the faculty officer in charge for science who carries out the appropriate checks and signs the registration form.

4.

The originator/faculty officer in charge of science sends the registration form to the designated person at the TTO. The TTO carries out a formal check and signs the registration form, sends a scan to the faculty officer in charge of science and archives the original at the SKTO.



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5.

The faculty officer in charge of science archives the scan of the registration form with the signatures of the originators, the signature of the faculty officer in charge of science and the approving signature of the TTO as an attachment to the relevant record in the PBD. This complete PBD record can be forwarded to Mr. Radek Vejvoda for inspection. The PBD record cannot be approved without the TTO signature.

To be ensured by the submitter (faculty)

To be ensured by SKTO