### Recording patents in Pure – Version 0.4

| Who records patents? | - Research & Funding (R&F) takes care of adding the patents in Pure (by importing patents from Espacenet), if the University of Groningen is a (co)application of the patent.  
- Researchers may also add patents, for example patents that were registered with a previous employer.  
- Duplicate patents should be merged (R&F or the University Library (UL)). |
| --- | --- |
| Which publications? | - Only a published patent should be recorded in Pure.  
- Only one publication per patent family: *the first patent application*.  
- Other publications or additions can be requested from the patent database through R&V. |
| When? | *As soon as published in Espacenet, i.e. ultimately 18 months after first submission.* |
| How? | - Import from online source: Espacenet or add manually:  
- Click and choose patent |

#### Choose submission

- Contribution to journal
- Chapter in Book/Report/Conference proceeding
- Book/Report
- Working paper
- Contribution to conference
- Non-textual form
- Thesis
- Patent
- Memorandum/exposition
- Other contribution
A patent is published ultimately 18 months after first submission.

- Only published patents should be put in Pure as only published patents count in valorization indicators.

- Add all researchers involved with the patent.
- Researchers from external organizations should be added too.

- Patent number: starts with “WO”.
- Priority date (of the first patent application).
- The two letter country code should be included.

- It is possible to create links between patents and publications, activities and press clippings.
| Save for validation | • The submission has been created, and is now in the state of "Entry in progress". However further details can continually be added to the template, simply by reopening it.  
• When no further details can be added to the template, it must be send “For validation”. The UL will verify the information. |
|---------------------|----------------------------------------------------------------------------------|
| Not published or retracted patents | In Pure these patents should be saved as:  
• **Restricted** (restricted to Pure users) or  
• **Confidential** (restricted to associated users and editors) in Pure. |
| Who is in charge of which tasks? | • Validation is done by UL  
• R&F checks the patents  
• The Faculty Pure Coordinator provides support in case of questions. |