

**PRIVILEGED CONFIDENTIAL & PROPRIETARY to**

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**INVENTION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Invention Disclosure Submission**

**Preparer:** \_\_\_\_\_

**Date of Invention Disclosure:** \_\_\_\_\_

**Instructions:**

- 1. See last page for instructions for form completion.
- 2. Print or type all information.
- 3. Complete the form with all signatures.

**A. TITLE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. INVENTORS:**

**INVENTOR** (full name): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
Country: \_\_\_\_\_

**INVENTOR** (full name): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
Country: \_\_\_\_\_

**INVENTOR** (full name): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
Country: \_\_\_\_\_

**INVENTOR** (full name): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Tel: \_\_\_\_\_  
Country: \_\_\_\_\_

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**C. HISTORY OF DEVELOPMENT:**

1. This invention was first conceived on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_  
\_\_\_\_\_ (Name).
2. The first written description, drawings or sketches at this invention were made by \_\_\_\_\_  
\_\_\_\_\_ (Name) on \_\_\_\_\_, 20\_\_ (copy attached).
3. The first successful trial of this invention was on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_  
\_\_\_\_\_ (Name).
4. This invention was first disclosed inside the company to \_\_\_\_\_  
\_\_\_\_\_ (Name) on \_\_\_\_\_, 20\_\_.
5. Has this invention been disclosed outside the Company?  Yes  No. If so, the first such disclosure was to \_\_\_\_\_ (Name) on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ (Location). Was this disclosure pursuant to a Nondisclosure Agreement?  Yes  No.
6. This invention was first used experimentally within the Company by \_\_\_\_\_  
\_\_\_\_\_ (Name) on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ (Location).
7. Has this invention been described (or will it soon be described) in a publication?  Yes  No. If so, the first publication was (or will be) in \_\_\_\_\_ (Publication) on \_\_\_\_\_, 20\_\_.
8. Has this invention been used or tested outside the Company?  Yes  No. If so, the use or testing was performed by \_\_\_\_\_ (Name) on \_\_\_\_\_, 20\_\_ for \_\_\_\_\_ (Purpose). Was the testing pursuant to a Nondisclosure Agreement?  Yes  No.
9. Laboratory notebook pages, or other documents, which show the development of the invention are (copies attached if possible):  
\_\_\_\_\_  
\_\_\_\_\_.



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**E. DESCRIPTION OF THE INVENTION:**

1. What problem were you trying to solve ? \_\_\_\_\_

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2. Purpose of the Invention (attach drawings if appropriate): \_\_\_\_\_

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*(continue on addendum referring to this section)*

3. How the Invention Works (attach drawings if appropriate):

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*(continue on addendum referring to this section)*

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4. Advantages of the Invention over Related Art. How does/did the Related Art address the same problem?

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*(continue on addendum referring to this section)*

5. List other ways that would accomplish the same results as your invention:

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*(continue on addendum referring to this section)*

**COMPETITOR INVENTIONS (OR PATENTS):**

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**INVENTION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BUSINESS IMPACT:**

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**INVENTION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**F. SIGNATURES:**

Inventor: \_\_\_\_\_

Date: \_\_\_\_\_

Inventor: \_\_\_\_\_

Date: \_\_\_\_\_

Inventor: \_\_\_\_\_

Date: \_\_\_\_\_

Inventor: \_\_\_\_\_

Date: \_\_\_\_\_

Inventor: \_\_\_\_\_

Date: \_\_\_\_\_

**Witnessed, read and understood by:**

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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INVENTION: \_\_\_\_\_

DATE: \_\_\_\_\_

## INSTRUCTIONS FOR PREPARING INVENTION DISCLOSURE

1. Disclose Only One Invention - Use a separate disclosure form for each invention.
2. Prior Knowledge and Information - Identify pertinent publications, patents or previous devices, and related research or engineering activities.
3. Make Your Disclosure Complete - The disclosure of your invention is adequate for patent purposes if it enables a person skilled in the art to understand the invention.
4. Items To Be Considered In Preparation of a Complete Disclosure
  - (a) All essential elements of the invention, their relationship to one another, and the mode of operation.
  - (b) Equivalents that can be substituted for any elements.
  - (c) List of features believed to be new.
  - (d) Advantages this invention has over the related and prior art.
  - (e) Whether the invention has been built and/or tested.
5. Additional Material (Drawings and additional descriptive material) should be submitted in duplicate. Each sheet must be signed and dated by every inventor, and properly witnessed. Reference the additional material on the invention disclosure form.
6. Witnesses - **Only persons other than co-inventors** should serve as witnesses and should sign each sheet only after having read the disclosure to understand the invention.

## REMEMBER TO PREPARE AND TRANSMIT AN INVENTION DISCLOSURE

1. When you have conceived or developed something new.
2. When you have obtained unusual, unexpected or non-obvious results.