

INVENTION DISCLOSURE AND RECORD OF INVENTION

Please complete this form completely and supply all the requested information accurately. For all requested dates, list month, day, and year. A copy of this document should be kept in your own records.

I. TITLE OF INVENTION:

II. INVENTOR(S):

Name: _____

Citizenship: _____

Residence Address: _____

Country: _____

Supervisor: _____

Name: _____

Citizenship: _____

Residence Address: _____

Country: _____

Supervisor: _____

If necessary, add another sheet to provide information for additional inventors.

III. CONTRIBUTION OF MULTIPLE INVENTORS:

If more than one inventor is identified in Part II, attach a description of the contribution that each inventor made to the invention.

IV. INVENTION DISCLOSED IN ENGINEERING NOTEBOOK(S).

A copy of all relevant engineering notebook documentation, if any, should be attached to this form.

V. CHRONOLOGY OF INVENTION:

- A. The invention was first conceived on (provide date) _____.

- B. The first drawing/description of the invention was made on _____.

- C. The first prototype or implementation of the invention was will be started on _____ and was will be completed on _____.

- D. The invention was will be first successfully tested on _____ and the test results were will be completed on _____.

- E. The invention was will be first commercially offered for sale, used or sold on _____ by or to _____.

- F. The invention was first disclosed and/or described on _____ (date) to _____

_____.

Critical Deadlines

	Prior	Planned
Date of first offer to sell:	_____	_____
Date of first sale:	_____	_____
Date of first acceptance of order:	_____	_____
Date of first commercial use:	_____	_____
Date of first public disclosure:	_____	_____

G. All invention disclosures must be first reviewed by management and legal staff, and patent applications filed (if approved for filing) **prior to any external disclosure.**

If an early disclosure of the subject matter has been made orally or in any external publication, including posters, slides, catalogs, advertising materials or brochures, proposals or reports, or if such disclosure is anticipated, attach details regarding the external disclosure and the external parties who received (or will receive) the information.

VI. EXPERIMENTAL USE:

If there has been any experimental use of the invention, provide details including dates and circumstances:

VII. GOVERNMENT CONTRACTS OR FUNDING:

Provide the following information:

A. Was this invention conceived under a Government Contract? Yes No

If so, specify the agency, contract name and/or number:

B. Was (Will) any time or material charged (be charged) to a Government Contract in reducing the invention to practice when it was (will be) first successfully built and operated? Yes No

If so, identify the contract: _____

C. At or about the time of conception or first actual reduction to practice, were you, any co-inventors, or anyone who assisted in such reduction to practice, charged any time to a government contract which called for experimental, developmental, or research work on the problem solved by the invention? Yes No

If so, identify the contract: _____

D. Is the invention embodied in any material or product furnished or to be furnished under a Government Contract? Yes No

If so, identify the contract: _____

E. If the invention was described in any proposal to the Government, identify the proposal: _____

VIII. SUMMARIZE WHAT YOU CONSIDER TO BE THE NOVEL PRINCIPLES OF THE INVENTION (use additional sheets if necessary)

IX. DETAILED DESCRIPTION OF THE INVENTION:

Prepare and attach a **complete written disclosure** of your invention, including any sketches, diagrams, drawing prints, figures, etc. which will aid in understanding this invention. The detailed written disclosure should include the following items:

- A. A brief discussion of the problem solved by the invention.
- B. A discussion of known prior art, including the manner in which others have attempted to solve the problem, point out disadvantages, weaknesses, and constraints in prior art. Each inventor has a legal duty to disclose all information **known** that is material to patentability; you do not have to search for such information. Such information includes the relevant prior art, which may be in the form of current or past products, equipment, processes, materials, patents, publications, advertisements, displays, and unpublished developments and proposals - whether originated by you, others in your company, competitors, suppliers, customers and others. Such information also includes disclosure of this invention outside your company, sales and offers of products using this invention, use of this invention in production, and disputes about who should be considered as an inventor of this invention.
- C. Description of the invention, including a specific embodiment. **Point out important novel features and claims.** State advantages of the invention and design trade-offs, if any, made to achieve these advantages. Describe any experimental results. **In order to meet legal requirements, the description must be of the best mode contemplated by the inventor(s) of carrying out the invention at a level enabling one skilled in the art to make and use the invention.** Following are guidelines for preparation of the description:

Mechanical Devices: Include a detailed description and drawings which illustrate all essential elements of the invention and the environment in which it is used. The description should describe the structure key-numbered to the drawing(s) and the operation of the structure including the functional relationship between all elements. To the extent known, alternative embodiments should be described.

Electrical Devices: The description for hardware-based electrical devices is the same as for Mechanical Devices.

Circuit-based Inventions: Include a detailed description and circuit diagrams reduced to standard components for parts of the circuit that are new. Standard components, such as amplifiers, microprocessors, logic gates, etc. can be represented as labeled blocks. The description should describe all of the blocks and components of the circuit and their interaction.

Computer Program-based Inventions: Include a detailed description, a schematic of the components monitored and/or controlled by the program, the physical structure (such as computer memory) associated with the program, and a general functional flow chart of the program illustrating the steps of the program in carrying out the invention at a level of detail from which one skilled in the art can understand and implement the program. The description should set forth the operation of the program, describing each element of the flow chart and its relationship or interaction with the components monitored and/or controlled by the program. All user interfaces should be described, including user inputs and program outputs and interaction with the user inputs.

Business Method Inventions: Include a detailed description, and a detailed flow chart illustrating the steps of the business method at a level of detail from which one skilled in the art can understand and practice the business method. Describe in detail any similarities to existing business methods, as well as the key differences between existing business methods and the invention. If the business method will be implemented using a computer program, the description should also include the information required for Computer Program-based Inventions.

Internet-based Inventions: The description should be the same as for Computer Program-based Inventions. If the invention is a business method, the description should also include the information required for Business method inventions.

Chemical Inventions (materials and/or processes for making them or for using them to make other things): Identify all essential materials (in chemical terms-not trade names) used and alternatives therefor. All significant variables needed to define the invention must be identified, quantified and discussed. Depending on the nature of the invention, such variables might include: treatment/reaction times, temperature, pressure, concentration, particle shape/size, viscosity, crystal structure, phases, porosity, pH, density, tensile strength, polymer chain length, etc. Each variable should be quantified in terms of an operative range and a preferred embodiment (e.g., "the heat treatment is carried out between 100°C and 200°C, and preferably 165°C"). The function/purpose of each variable should be described including a statement as to what happens if the variable falls outside the operative range (e.g., "Component A serves as a plasticizer for Component B. Below 100°C, Component A will not mix with Component B, and above 200°C it evaporates"). Finally, a recipe for at least one detailed working example should be provided. Preferably, several examples should be provided covering the full range of the significant variables used to define the invention.

Processes: Include a schematic of the components monitored, controlled and/or created by the process and a flow chart of the process illustrating the steps of the process at a level of detail from which one skilled in the art can understand and implement the process. The description should set forth the operation of the process describing each step of the flow chart and its relationship or interaction with the components monitored, controlled and/or created by the process.

D. Is the concept of the invention applicable to other problems and fields or interest?
If so, what are they and how would the principles of the invention be used?

X. SIGNATURE(S) OF INVENTOR(S):

The inventor(s) and two witnesses should sign and date below as well as each page of the attached disclosure.

Inventor(s):

Signature: _____

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Witnesses:

The foregoing signed disclosure was explained to, and understood by, the following witnesses on the date hereinafter set forth, who agree to keep this information confidential and not to use this information for any purpose.

Signature: _____

Name: _____

Date: _____

Signature: _____

Name: _____

Date: _____