

# **Guidebook of IP/Technology Transfer**

# **Track 1**

## **Entry-level Tech Transfer Professional**

### **Topic 1.4.2**

#### **Invention Disclosure Form: Examples**



## Invention Disclosure Form

Please read the notes, complete this form and send to:

Disclosures, Cambridge Enterprise Limited, University of Cambridge, Hauser Forum, 3 Charles Babbage Road Cambridge, CB3 0GT.

Telephone switchboard: +44 (0)1223 (7)60339, Fax: +44 (0)1223 (7)63753.

Email: [disclosures@enterprise.cam.ac.uk](mailto:disclosures@enterprise.cam.ac.uk) web: [www.enterprise.cam.ac.uk](http://www.enterprise.cam.ac.uk)

### OPTING IN / OPTING OUT

Please indicate whether you wish Cambridge Enterprise to support commercialisation of your invention. You may wish to familiarise yourself with the University's IP policy: <http://www.enterprise.cam.ac.uk/ipandlicensing.php?subsub=21>

### 1. INVENTORS

Please list all inventors. A co-inventor is an individual without whose intellectual and creative input the invention could not have been made in its present form. They must have conceived or contributed an essential element of the invention either independently or jointly with others, during the evolution of the invention or its reduction to practice.

a. Please list all inventors and nominate one person as the principal contact.

Inventor(s)	Position	Department	Phone/Fax	Email

### 2. INVENTION

Notes:

- A brief, descriptive title to aid in identifying the invention; say, six words maximum, please!
- In describing the invention, please explain:
  - The problem it solves
  - How it works and the commercial applications
  - Advantages and improvements over existing methods, devices or materials
- The date is when the inventor(s) devised the essential concepts of the invention - but without necessarily having proved that it would work or having built a prototype.
- In most countries a patent application must be filed before an oral or printed publication is made available to the public. Publication means the first time any person, without restriction of confidentiality, would have been able legally to gain access to your description. 'Oral disclosure' means lectures, seminars, conference presentations, any talk to external research groups, or in general conversation with people outside the University of Cambridge - except where these activities were covered by a documented obligation of confidentiality.

a. Title:

b. Please attach a brief description of the invention. What is the current state of the invention? Please choose from the following options. **Idea**, **Proven concept** or **Working prototype**.

c. What date did you make the invention?

How is this documented?



## INVENTION DISCLOSURE FORM INNOVATION ANU

The purpose of this form is to record and provide information to enable Innovation ANU to evaluate the commercial potential of your invention. This Invention Disclosure is made in accordance with the ANU Intellectual Property Policy (effective 01/01/17) which can be found on the ANU website: [policies.anu.edu.au/pol/document/ANUP\\_003603](https://policies.anu.edu.au/pol/document/ANUP_003603)

If you wish to pursue commercialisation of your invention, you should disclose it to Innovation ANU as early as possible and well before sharing details of the invention through publications, posters, conferences, press releases or other public communications. Public disclosure of your invention may negatively impact upon the ability to protect it through patenting and/or reduce its future commercial potential. Innovation ANU strongly encourages inventors to submit an Invention Disclosure for all inventions and discoveries that may solve a significant problem and/or have commercial value.

Please try to complete as much of the form as possible. Our team can provide advice and assistance with completing your Invention Disclosure. Upon completion, submit this form, along with any supporting documents, to [innovation@anu.edu.au](mailto:innovation@anu.edu.au).

### 1. KEY INVENTION DETAILS

#### 1.1. Invention title

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#### 1.2. Invention contact

Provide details of the inventor who will be Innovation ANU's main contact for this invention disclosure.

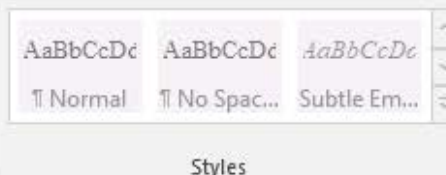
Inventor name	Phone number
	Email address

#### 1.3. Inventors & contributors

Identify all individuals who have contributed to the development of the invention, including students and those not from ANU. An individual is deemed to be an inventor if they contribute significant creative input into an invention, while a contributor is someone who has made a significant contribution to development of the invention that has led to the invention. If your invention has more than four inventors and/or contributors, please copy this page.

Full legal name			
Inventor or contributor	<input type="checkbox"/> Inventor	<input type="checkbox"/> Contributor	<input type="checkbox"/> Not sure
ANU affiliation	<input type="checkbox"/> ANU staff	<input type="checkbox"/> ANU student	<input type="checkbox"/> External
ANU university ID (if applicable)		Organisation	
Department/School		College	
Residential address		Phone number	
		Email address	
		Citizenship	

File Home Insert Design Layout References Mailings Review View Help Acrobat



## **INVENTION DISCLOSURE FORM**

The purpose of this form is to obtain a description of your invention to assist in the patent process. Please answer the following questions as well as possible. Attach additional sheet(s) if needed. *(The spaces will expand automatically for electronic users).* (For help, please consult the Example Completed Invention Disclosure on [www.epri.com](http://www.epri.com).)

Work ID: \_\_\_\_\_ Project ID: 063882

Date of Submission to IP Dept. September 23, 2012

EPRI

Project Manager: Elaine Epri Sector: PDU

1. **TITLE:** Provide a title that is descriptive of your invention.

ADVANCED HYBRID POWER TRAIN FOR AN AUTOMOBILE

2. **IDENTIFICATION OF INVENTOR(S):** Identify the key inventor to whom questions can be directed. For each inventor, provide the following:

A. (Key) Full legal name	Jonathan Simple Doe
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# **CTL** CENTER FOR TECHNOLOGY LICENSING INVENTION DISCLOSURE



Completed form should be submitted via:

**USPS:**  
Ithaca: CTL, 395 Pine Tree Road, Suite 310, Ithaca, NY 14850  
WCM: CTL, 1155 York Ave, New York, NY 10065  
**Campus Mail:**  
Ithaca: CTL, 395 Pine Tree Road, Suite 310  
WCM: Box 4  
**Fax:**  
Ithaca: 607.254.5454 (original signature copy must be sent separately)  
WCM: 646.962.0427 (original signature copy must be sent separately)  
E-mail: [ctl-patents@cornell.edu](mailto:ctl-patents@cornell.edu) (original signature copy must be sent separately)

CTL ONLY:

Docket No.:

## **I. Title of Invention**

## **II. Brief Description of Invention\***

\*For a complete description please include an Attachment with the following:

1. Background of the Invention and Related Technologies (the problem the invention solves)
  - a. Are there existing products that address the same problem that the Invention solves? Please name and describe them.
  - b. List all relevant publications, patents and competing inventors or labs that you are aware of.
2. Unique Features of the Invention
  - a. List all of the features that distinguish the Invention over the Related Technologies.
3. Detailed Description of the Invention including:
  - a. How to make and use the Invention
  - b. Best mode of making the Invention
  - c. Drawings or pictures of all aspects of the Invention
4. Possible alternative versions of the Invention
5. Probable uses of the Invention

## **III. Funding and/or Sponsorship:** Please include all outside agencies, foundations, organizations, or companies and the applicable contract or grant number(s) that provided funding to any inventor for the research that led to the invention. Please also include any companies that have supplied materials in exchange for intellectual property rights. (If there is no funding or sponsorship, then mark None.)

None	US Government	Commercial/Private	Cornell University	Personal	Other
Name of Sponsor	Sponsor Project ID		OSP No./OSRA No.		



**Technology Disclosure Form**  
Office of Technology Management  
114 Technology Center, University Park, PA 16802  
(814) 863-4000 • (814) 863-2644 • [otm@psu.edu](mailto:otm@psu.edu)

Disclosure Number  
(OTM Form 100)

United States Patent Office applications are filed by your research team in accordance with university policy. We encourage you to submit them and a patent counsel can immediately assist in the filing. Please also consider filing patent applications with your business planning and strategy. For more information, contact the Office of Technology Management or contact your research advisor.

<b>1. Title of Invention/Technology Brief &amp; non-confidentiality</b>			
<b>2. Please Attach a Detailed Description of Technology (see instructions on page 4)</b>			
<b>3. Disclosure/Inventors (please list the primary contact first - attach additional sheets for names from P1)</b>			
<b>Full Legal Name</b>	<b>Title (e.g., Professor)</b>	<b>Dept. or Affiliation</b>	<b>Inv. No.</b>
A			
B			
C			
D			
E			
<b>4. Contact Information</b>			
<b>Department Address</b>	<b>Home Address</b>	<b>Email Address &amp; Phone #</b>	
A			
B			
C			
D			
E			
<b>5. Disclosure Evaluation (required for PSE employees only)</b>			
<b>Name</b>	<b>Signature</b>	<b>Citizenship</b>	<b>Date Initialed</b>
A			
B			
C			
D			
E			
<b>6. Witness (to be signed and notarized by the witness)</b>			
<b>Witness Name</b>	<b>Signature</b>	<b>Date</b>	
<b>7. Research Advisor or Administrative Officer</b>			
<b>Witness Name</b>	<b>Signature</b>	<b>Date</b>	

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FOR OFFICE USE ONLY	Version created 01/10/10	
	Date received	
	Next project ID	

## INVENTION DISCLOSURE FORM INNOVATION ANU

The purpose of this form is to collect and provide information to enable Innovation ANU to evaluate the commercial potential of your invention. This Innovation Disclosure is made in accordance with the ANU Intellectual Property Policy effective 01/01/11 which can be found at this ANU website: <http://www.anu.edu.au/ip-policy/innovation/>

If you wish to pursue commercialisation of your invention, you should disclose it to Innovation ANU as early as possible and well before sharing details of the invention through publications, patents, conferences, press releases or other public communications. Public disclosure of your invention may negatively impact upon the ANU's ability to protect it through existing or future patents or other commercial potential. Innovation ANU strongly encourages disclosure to select ANU Innovation Disclosure (ID) inventors and encourages them to come to a significant public event to have commercial value.

Please try to complete as much of the form as possible. Our team will provide advice and assistance with completing your invention disclosure. Upon completion, submit this form, along with any supporting documents, to [innovation@anu.edu.au](mailto:innovation@anu.edu.au)

### 1. KEY INVENTION DETAILS

#### 1.1. Invention title

#### 1.2. Invention contact

Please provide details of the inventor who will be Innovation ANU's main contact for this invention disclosure

Inventor name		Phone number	
		Email address	

#### 1.3. Inventors & contributors

Identify all individuals who have contributed to the development of the invention, including students who have not been ANU. An individual is deemed to be an inventor if they contribute significant creative input into an invention while a contributor is someone who has made a significant contribution to development of the invention that has led to the invention. If your invention has more than five inventors and/or contributors, please copy this page.

Full legal name			
Inventor or contributor?	<input type="checkbox"/> Inventor	<input type="checkbox"/> Contributor	<input type="checkbox"/> Not sure
ANU affiliation	<input type="checkbox"/> ANU staff	<input type="checkbox"/> ANU student	<input type="checkbox"/> External
ANU university ID or affiliation		Department	
Department/faculty		College	
Residential address		Phone number	
		Email address	
		Postcode	





**Invention Disclosure – CONFIDENTIAL**  
**UA FILE #**

**How to Use This Form**

This is a protected Microsoft Word form. Simply tab or use your mouse to move between form fields. Each field will expand as you type. Please make your responses brief but complete. See page 3 for detailed instructions.

**Title of Invention** (Broad, non-confidential – See Guidelines)

**Brief Summary** (Attach abstracts, manuscripts, additional information – See Guidelines for help)

This is:

☐ Software

☐ ITAR project-related

☐ a Banner-covered study

**Voice of the Inventor** (One or two sentence description of your vision for the technology)

**Invention Support** (Check where appropriate and add information as necessary)

<b>Internal Funds</b> Identify the source of the internal (UA) funding used to make this invention.	<input type="text"/>
<b>State or Federal Funds</b> Sponsor Name & Grant/Contract Number – Information should be consistent with information provided to sponsoring agency in reports.	<input type="text"/>
<b>Contributions, Corporate or Other Funds</b> Industry Sponsor Name, Grant/Contract Number and (%) contribution by grant to your invention.	<input type="text"/>
<b>3rd Party Materials or Data</b> Any materials or data from another party? If so, please list the materials and the third party.	<input type="text"/>

**Publication Date(s)** Papers, posters, etc., including those that are planned/future – See Guidelines.

Event	Date	Reference/Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Commercial Potential**

Current known product technology: <input type="text"/>
Patent law considerations: <input type="text"/>
If additional, identify any 3 <sup>rd</sup> party elements incorporated into the work, including developers: <input type="text"/>

**Contributors** (List any contributors [e.g., inventors]. Contribution % must add to 100% for all UA Contributors. First listed is Primary Contact. See Guidelines for additional info. Use additional page if needed.)

Primary Inventor / Primary Point of Contact			
First: <input type="text"/>	Last: <input type="text"/>	Citizenship: <input type="text"/>	
Position: <input type="text"/>	Department: <input type="text"/>	Work Phone: <input type="text"/>	
Work Address: <input type="text"/>		Email: <input type="text"/>	
Home Address: <input type="text"/>		Gender: <input type="text"/>	Contribution %: <input type="text"/>

- [https://www.neustel.com/wp-content/uploads/2017/01/pdf/invention\\_disclosure\\_form.pdf](https://www.neustel.com/wp-content/uploads/2017/01/pdf/invention_disclosure_form.pdf)
- [https://www.wipo.int/edocs/mdocs/aspac/en/wipo\\_ip\\_bkk\\_17/wipo\\_ip\\_bkk\\_17\\_8.pdf](https://www.wipo.int/edocs/mdocs/aspac/en/wipo_ip_bkk_17/wipo_ip_bkk_17_8.pdf)

# **Track 1**

## **Entry-level Tech Transfer Professional**

### **Topic 1.4.2**

#### **Invention Disclosure Form: Examples**

Thank you