



IR No.: _____
(Assigned by IPA)

**LAWRENCE TECHNOLOGICAL UNIVERSITY
INVENTION DISCLOSURE FORM - DRAFT**

This Invention Disclosure Form is a confidential communication seeking legal advice regarding the patentability of the invention described herein. Accordingly, this communication is subject to the attorney/client privilege.

Title of Invention: _____

This Invention Disclosure Form is an important part of the investigation and evaluation of inventions for patentability. Carefully complete each of the following questions and send the completed form to the _____ Intellectual Property Administrator.

1. **List the full name (first, last, and middle), residence address, country of citizenship, email address, and work telephone number of each inventor.**

Inventor 1

Name: _____ Work Telephone: _____
Address: _____ E-mail: _____
City/State/ZIP Code: _____ Citizenship: _____

Inventor 2

Name: _____ Work Telephone: _____
Address: _____ E-mail: _____
City/State/ZIP Code: _____ Citizenship: _____

Inventor 3

Name: _____ Work Telephone: _____
Address: _____ E-mail: _____
City/State/ZIP Code: _____ Citizenship: _____

(Attach supplement if required for additional inventors.)

- 2. Provide a brief summary of the invention including the essential elements or steps of the invention, and how the invention works.**

- 3. Identify all information in your possession that is related to your invention, including, prior approaches (e.g. prior products, methods, compositions, machines, or other items, patents, and/or publications) by you and others that relate to the subject of the invention.**

- 4. Discuss in detail all of the advantages of the invention over prior approaches.**

- 5. Provide a detailed description of the invention. The description must include all of the necessary and/or optional elements of the invention, and the steps associated with any method of making or using the invention or its constituent elements. The description must recite how the invention works as well as the structural components of the invention and their functional interaction sufficient for one of ordinary skill to practice the invention. Attach any applicable sketches or drawings of the invention and identify elements of the invention described above on them.**

6. As to background related to the invention, please identify:
- (a) When the invention was first conceived?
 - (b) If applicable, when and to whom the invention was first disclosed?
 - (c) If applicable, when the invention was first disclosed to a third party, including all sales, offers of sale, proposals, publications, or other outside disclosures (whether oral or written).
 - (d) If applicable, when and where the invention has been demonstrated or tested, as well as all results (favorable or unfavorable) of such demonstration or testing.
 - (e) Who made the first prototypes, drawings, or sketches of the invention, and when.
 - (f) The location of any early records of the invention, including any notebooks, reports, samples, and so forth.
7. Are there any plans to disclose the invention to a third party as part of a presentation, proposal, offering, or otherwise?
8. Are there any specific components, materials, processes, and the like that are presently known to work with the invention better than others so as to constitute the best mode of carrying out the invention?

9. List any additional comments or enclose any additional materials that you believe would be helpful in understanding and/or evaluating the invention.

Additional materials enclosed. Brief description:

As required under the terms of the Employee Intellectual Property and Confidential Information Agreement between _____ and me, I hereby assign all right title and interest in and to the invention described herein, including the right to file all patent application associated therewith, to _____. If Lawrence Technological University does not communicate to me that it intends to file a patent application for the idea disclosed herein within 180 days of this agreement, all right title and interest in and to the invention described herein, including the right to file all patent applications associated therewith, reverts to the inventor(s).

Inventor(s): 1. _____ Date: _____
2. _____ Date: _____
3. _____ Date: _____

Witnesses: Each of the undersigned has READ and UNDERSTANDS the above invention:

1. _____ (Signature) _____ (Date)
2. _____ (Signature) _____ (Date)

Guidelines for Description of Invention

Mechanical and Electrical 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 and its operation key-numbered to the drawing(s). To the extent known, alternate embodiments should be described. In the case of systems and circuits, use accepted symbols or labeled blocks for standard components. A computer program or controlling algorithm, if important to the invention, should be provided in flow chart or similarly accepted format, and input/output signals should be identified and related to appropriate sensors/actuators.

Chemical/Material Inventions: Identify all essential materials (in chemical terms, not trade names) used in your composition, as well as any alternates or substitutes 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 (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 such examples will 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 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.

Protecting Your Invention

When you conceive of a new idea, immediately make a drawing or sketch of it and write a brief description sufficient to make your invention clear to others working in the same field. Show the drawing and description to two of your associates who are not co-inventors and make sure they understand your invention. You and your co-inventors, and your associates as witnesses, should sign and date the drawing and description. The date used must be the date of the signature. The witnesses should state above their signatures that the drawing and description were reviewed and understood by them. This Invention Record Form may be used for the purpose of initially recording your invention, but if you record it using other means, please include these documents with your Invention Record Form.

Be aware that patent rights may be lost irrevocably by action of law, in spite of timely documentation and submission of an Invention Record Form, through actions taken by you or others prior to an actual patent application being filed in an appropriate government Patent Office. Such actions may include: (a) publishing the invention, (b) using the invention in public or commercially in our plants, (c) disclosing or offering to sell an item incorporating the invention outside _____ or (d) obtaining a quote for such an item from a supplier. Please submit your Invention Record Form without delay when you think of an invention and report any past or planned disclosure of the invention outside _____ or commercial use of the invention so appropriate steps may be taken to avoid loss of patent rights.