

CONFIDENTIAL

INTELLECTUAL PROPERTY DISCLOSURE DOCUMENT

- I. Title:** Set forth a descriptive title covering the invention.
- II. Inventors:** Under U.S. law, a good-faith effort should be made to name all proper inventors. The focus should be on those people who made a contribution to the idea or conception of the invention. All persons deemed inventors should be listed below. There is no legal distinction between inventors, i.e., all inventors are on an equal footing, no matter how listed.

If there is any question about proper inventors, please note below.

Name:

Residence Address:

Citizenship:

Phone :

Is there an inventorship question that needs to be considered? If yes, briefly explain the nature of the question.

- III. Participation of Others:** Are there any agreements or understandings with any other parties regarding ownership or commercialization of the invention? Was there a government grant or participation in connection with the invention?

If yes, set forth the relationship, and describe the nature of any agreement or understanding. If written documents exist relating to any of the foregoing, please attach. If a government grant is involved, provide the grant number and relevant documents.

- IV. Detailed Disclosure:** Please set forth a complete description of the invention, using the following guidelines. Please attach sketches, drawings, flow diagrams or other visual aids as necessary.

- A. General Nature of the Invention and the Problem(s) Addressed and Solved:
- B. Essential Features of the Invention: Describe the *necessary* equipment, aspects, processes and other factors that must be present in order to obtain the advantages of the invention.
- C. Preferred Features of the Invention: Describe the equipment, aspects, processes and other factors which are advantageously present (but not absolutely essential) in order to obtain the advantages of the invention:

- D. Alternates Useful in the Invention: Describe any substitute equipment, processes or other factors which may be used in lieu of preferred features while still obtaining the advantages of the invention (although perhaps not to the same degree as through use of preferred features):
 - E. Ranges of Parameters: Describe reasonably broad ranges of parameters which are important in the invention, such as times, dimensions, materials, markings temperatures, any aspect which affects the inventions performance or offers advantages. Ranges should be given in broad and preferred formats.
 - F. Prior Art: Please attach all relevant prior art references developed during your searching. If you believe that additional literature and/or patent searching using a professional searcher would be required or helpful, please so state.
 - G. Advantages of the Invention: Describe why the invention represents a significant advance over prior products or processes, with particular reference to known prior art. Also, please note the disadvantages you see in the prior art referred to in paragraph F.
 - H. Drawings and Photographs: Attach hard copies or electronic versions of the drawings necessary for the patent draftsman, as well as any relevant graphs and/or photographs which may assist in illustrating the invention.
 - I. Data Sheets: Attach hard copies or electronic versions of any data sheets and/or any other information about tests and experiments conducted to investigate or reduce to practice the invention.
- V. Necessary or Suggested Additional Research and Development:** If you believe that additional work needs to be conducted to further develop the invention before filing a patent application, set forth in detail the type of additional work, the time involved in completing the work, and any special problems or circumstances (e.g., the need for outside work or other assistance).
- VI. Invention Dates:** Describe the general circumstances surrounding the idea or conception of the invention, including the date and place thereof and all witnesses who can verify the conception. Also set forth the circumstances surrounding the first reduction to practice of the invention, again with dates, places and witnesses. All documents (for example, sketches, memoranda, e-mails) generated at or about the time of the conception and reduction to practice should be attached.
- VII. Disclosures to Outside Parties:** Describe the nature and circumstances surrounding any disclosure of the invention to individuals or companies, giving dates of disclosures, to whom made, and the identify of any relevant documents given to the discloses. Demonstrations to customers or potential customers should also be considered as

disclosures, even if details of the invention were not disclosed. Also, if the disclosures were made under benefit of confidentiality agreements, attach copies thereof.

- VIII. Offers for Sale:** If the invention has been quoted or formally offered for sale, describe the nature and circumstances of the quote or offer, including dates, places and the individuals involved. All documents relating to the foregoing should be attached.
- IX. Anticipated Publications or Offers for Sale:** If it is contemplated that a publication (for example, a paper, web publication, trade show or seminar presentation) of the invention will be made, and/or there will be a quote or offer for sale of the invention, describe the type of publication and the date thereof. Also, if you plan to demonstrate the invention for a customer or potential customer, give the scheduled date and all parties involved.
- X. Provisional Patent Applications or Disclosure Documents:** If any part of the invention has been previously disclosed in a provisional patent application or is the subject of a disclosure document filed with the U.S. Patent Office, please attach a copy of all such submissions.
- XI. Potential Problems With Invention:** Being a “Devil’s Advocate”, describe any problems or difficulties you foresee in the implementation and/or sale of the invention.
- XII. Where Patent Protection Should be Sought:** Generally, it is best to file a U.S. patent application, and thereafter seek foreign patent protection as deemed necessary. List foreign countries where you believe the invention would be useful and where potential customers or licensees are located.
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- XIII. Need for Expedited Action:** If there are any reasons why this invention should be protected on an expedited basis through rush filing of a patent application or otherwise and not previously described, state such reasons and the necessary timing considerations needed to fully protect the invention.
- XIV. Execution by Inventors:**

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|----------|-------|
| _____ | _____ |
| Inventor | Date |
| _____ | _____ |
| Inventor | Date |

Brief Description of the Drawings