**INNOVATION DISCLOSURE**

**Instructions:** The information contained in this document is **CONFIDENTIAL** and should not be disclosed to others without prior authorization or without a Confidentiality Agreement (or Non Disclosure Agreement) in place. Submit this disclosure to your **Innovation Disclosure Coordinator or Patent Attorney/Agent** as soon as possible.

***No patent protection is possible until a patent application is authorized,   
prepared, and submitted to the Patent Office.***

**THE UNITED STATES OPERATES ON A FIRST-TO-FILE BASIS.**

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| **Descriptive Title of Innovation:** |
| **Name of Project (if applicable):** |
| **Product Name (if known):** |
| Was a description or image of the innovation published (*e.g.,* in a journal, in a society abstract, on the Internet, or elsewhere), or are you planning to publish a description of the innovation?  YES //  NO  If YES, the date(s), publication(s), and available citation information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please also provide a copy of the publication (or draft publication), if available.*  Was a product that includes the innovation announced (*e.g.* in a Press Release or Tweet), offered for sale, or sold?  YES //  NO  Or is such activity proposed? If YES, the date(s) and location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Was the innovation disclosed, presented, demonstrated or shown to anyone who WAS NOT subject to a Confidentiality Agreement (*e.g.*, outside of the company), or will such disclosure occur? (Note: this includes disclosure at an incubator space).   YES //  NO  If YES, the date(s) and name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Was the innovation disclosed, presented, demonstrated or shown to anyone who WAS subject to a Confidentiality Agreement (*e.g.*, outside of the company or with a vertical integration partner), or will such disclosure occur?  YES //  NO  If YES, the date(s) and name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***If any of the above situations will occur contact your Innovation Coordinator or Patent Attorney ASAP!*** |
| Was the innovation described in a lab notebook or other written record?  YES //  NO  If YES, please identify (lab book #, location of documents, etc.) and attach copies of those pages.  What was the date the invention was first conceived (if not the date of the earliest written record)? \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Was the innovation built or tested?  YES //  NO  If YES, the date on which the device was built \_\_\_\_\_\_\_\_\_\_\_\_ and/or tested \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has the innovation been used for any purpose other than testing?  YES //  NO  If YES, describe the purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are engineering drawings available (e.g., CAD)?  YES //  NO *If so, please provide in addition to PDF figures or photographs.*  *Suitable CAD file formats:*  .sldasm / .sldprt; stp / .step ; .asm ; .igs\* / .iges\* ; .x\_t |
| Was this innovation made under a government grant, contract or proposal?  YES //  NO  If YES, the agency and contract number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Was/Is the grant or proposal a public submission?  YES //  NO [Date on which it became/becomes public \_\_\_\_\_\_\_\_\_] |
| Was this innovation made using Artificial Intelligence tools?  YES //  NO  If YES, which tool(s)?  When was the first use of the tool?  Did the tool maintain confidentiality of the input used?  ***NOTE*: in order to qualify for a patent, an AI-assisted invention must name one or more natural persons who significantly contributed to the claimed invention as an inventor** |
| Was this innovation made under a joint research agreement, development agreement, consulting agreement or in cooperation or collaboration with another person or company?  YES //  NO  If YES, the name of the person or company : |
| Do any of the inventors live outside the United States? *OR*, was any part of the invention developed outside the United States (*e.g.* in collaboration by fax and/or email)?  YES //  NO  If YES, which countries? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are there any aspects of this invention that *cannot* be reverse engineered?  YES //  NO  If YES, which aspects? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional information on **Appendix A**:  YES //  NO |
| Does use of a product incorporating this idea require any governmental approval which includes a comparison of other solutions or products? ❑ Yes// ❑ No// ❑ N/A  IfYES*,* please provide a list of all comparison information that would be provided along with information in your possession regarding the device(s) or products.  Please also provide the name of the person most knowledgeable about the filings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Can all or part of this innovation be incorporated into another device or apparatus?  ❑ Yes// ❑ No |
| If the innovation involves **software**, does it produce a technical effect (e.g. changes the workings of an apparatus, changes a product or process)?  YES //  NO  *If YES, please describe the problem and the solution:*  Additional information on **Appendix A**:  YES //  NO |
| *For* ***SOFTWARE*** *related innovations, if the invention is directed to an “abstract idea” it is not eligible for utility patent coverage. Abstract ideas include:*   * *Fundamental economic practices (such as how to hedge risk)* * *Certain methods of organizing human activities* * *An idea itself* * *Mathematical relationships / formulas (such as a formula for converting binary coded numerals into pure binary form)* * *Collecting and analyzing data - without more*   *The subject matter may be patent eligible if we can establish:*   * *The invention improves another technology or technical field* * *The invention improves the functioning of the computer itself* * *Detail on how information is transformed (e.g., algorithm that is applied)* * *Operating in a computing environment does more than what can be done manually* |
| **PRIVACY:** Does the innovation, or use of the innovation, collect information from users in any manner including, for example, IP addresses?  YES //  NO |
| Can all or part of this innovation be configured to be part of a **communication network** (*e.g.*, diagnostic information or measurement that is communicated to a central location)?  YES //  NO  Additional information on **Appendix A**: ❑ Yes// ❑ No |
| *For* ***MEDICAL DEVICE*** *related innovations,* has a regulatory filing (*e.g.*, US FDA 510k, IDE, PMA) been made which relies on or references predicate device(s) or products?  YES //  NO // N/A  IfYES*,* please provide a list of all predicate devices or products along with information in your possession regarding the device(s) or products.  Please also provide the name of the person most knowledgeable about the regulatory filings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is there any secondary application that would be useful to NASA, Department of Energy, CIA or any other governmental agency having investment funds?  YES //  NO |
| **OPTIONAL**: Which markets do you think will be the target key markets for the product? |
| **OPTIONAL**: Which countries would a likely competitor make and/or sell a competing product? |
| **OPTIONAL**: Who are the competitors or potential acquirers? |
| Please describe any human factors (or usability) details that went into the design of the product: |
| Does this disclosure include a **DESIGN** contemplated for the commercial embodiment of the product (design applications can be filed for GUIs)?  YES //  NO  *If YES,* should a design patent application also be filed ?  YES //  NO  *If YES,* please identify figures corresponding to one or more commercial devices: |
| **Description of Innovation:** *Please preserve all records of the innovation and attach additional pages for the following. Each additional page should be signed and dated by the innovator(s) and witness(es). Witnesses should be persons who understand the innovation but are not innovators.*  ***For Appendix A – Please provide a discussion of***  A. Prior solutions and their disadvantages (if available, attach copies of product literature, technical articles, patents, etc.).  B. Problems solved by the innovation and an explanation of how the technology solves the identified problems.  C. Advantages of the innovation over what has been done before.  D. Description of the construction and operation of the innovation (include appropriate schematic, block, & timing diagrams; drawings; samples; graphs; flowcharts; computer listings; test results; etc.). Provide as much detail as possible, including size parameters, materials used, part labels, etc. For the description, consider the following categories of information:  I. Device(s)  II. Method of Operation  III. Kits  IV. Method of Manufacture  E. Describe features that are likely to influence a potential customer to purchase a product manufactured under a patent filed from this disclosure  F. Describe how will the innovation be sold?  G. Consider how a competitor might attempt to incorporate this innovation into their own product and/or design around this innovation |

*Typically the Innovators are the people who will be named as an inventor on any patent application that is prepared. An inventor is a person who conceives of the subject matter of at least one claim, or two or more persons who collaborate to produce the invention claimed through aggregate efforts. When you review the application that is prepared, you should be able to look at the claims in the application and point to something in at least one claim that you contributed to - either alone or as part of a team.*

It is also important to understand what an inventor is NOT. For example,

1) The supervisor or department manager of the person who conceived of the claimed invention, by virtue of their supervisory role in the company

2) A person whose sole participation is consultation before or after the invention

3) A person who only conceives of the result to be obtained rather than the idea on how to achieve the result

4) A person who only discovers the problem to be solved

5) A person who merely provides a suggestion or improvement but does not work to fit the suggestion or improvement into the invention

6) The “hands” that operate at the direction of the inventor (i.e., the lab technician whose only contribution is to follow directions from the inventor without independently contributing something)

*Unlike copyright, where we can gratuitously include people as “authors” who really didn’t contribute anything substantive, correctly naming the inventor on the patent is very important. A US patent can be invalidated for failing to name the correct inventors. For example, an inventor is not a supervisor or department manager by virtue of their supervisory role in the company. Further details of what to consider when listing innovators you expect to be inventors can be provided and will be part of the drafting process.*

NOTE: ***Personal information collected as part of the patent disclosure process is subject to any Employee Policy Manual or Employee Privacy Policy in effect and applicable local privacy law. Personal information will be used primarily for the business purpose of identifying inventors as required by law during the patent process. The address of the company will be provided as the mailing address for each inventor unless instructed otherwise. Citizenship information will only be requested when required by a specific jurisdiction.***

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| **Signature of Innovators(s):** I (we) hereby submit this disclosure on this date: [ ]. | |
| **Innovator-1** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Legal Name Signature Date  Residence City and State:  Phone:  email: |
| **Innovator-2** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Legal Name Signature Date  Residence City and State:  Phone:  email: |
| **Innovator-3** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Legal Name Signature Date  Residence City and State:  Phone:  email: |
| **Innovator-4** | Full Legal Name Signature Date  Residence City and State:  Phone:  email: |
| *❑ There are more than FOUR innovators, detailed information about additional innovator(s) is listed in* ***Appendix A****.* | |

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| **Signature of Witness(es):**  *(Try to obtain the signature of the person(s) to whom the innovation was first disclosed and who are not inventors.)*  The innovation was first explained to, and understood by, me (us) on this date: [ ] | |
| **Witness-1** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Legal Name Signature Date |
| **Witness-1** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Legal Name Signature Date |

**APPENDIX A**

**TO THE INNOVATION DISCLOSURE**

**ADDITIONAL INNOVATOR INFORMATION:**

**ADDITIONAL DISCLOSURE INFORMATION:**

A. Prior solutions and their disadvantages (if available, attach copies of product literature, technical articles, patents, etc.).

B. Problems solved by the innovation and an explanation of how the technology solves the identified problems.

C. Advantages of the innovation over what has been done before.

D. Description of the construction and operation of the innovation (include appropriate schematic, block, & timing diagrams; drawings; samples; graphs; flowcharts; computer listings; test results; etc.). Provide as much detail as possible, including size parameters, materials used, part labels, etc. For the description, consider the following categories of information:

I. Device(s)

II. Method of Operation

III. Kits

IV. Method of Manufacture

E. Describe features that are likely to influence a potential customer to purchase a product manufactured under a patent filed from this disclosure

F. Describe how will the innovation be sold?

G. Consider how a competitor might attempt to incorporate this innovation into their own product and/or design around this innovation