

University Disclosure Log No.  
(Assigned by Patent Administrator)

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## **INVENTION DISCLOSURE FORM**

**Instructions:** Fill out as completely as possible. **Answer all questions; if none, please state so.** If insufficient space, use and refer to attached sheets (page #, initialed, and witnessed). Disclose only one invention; use a separate form for each invention.

**Distribution:** Forward original to the NYIT Provost & Vice Provost for Research. Retain a copy for your file.

### **Definitions:**

Patentable Invention is any useful, novel and nonobvious process, machine, manufacture, or composition of matter, or any useful, novel and nonobvious improvement thereof.

Inventor: An inventor is a person who contributes to the conception of an invention. Under United States patent law, the applicant in a patent application must be the inventor. Anyone who has made independent inventive contributions to an invention is an inventor. Joint inventors must each have contributed to the conception of an invention. However, a coinventor need not have contributed to every claim of a patent; a contribution to one claim is enough. Joint inventorship requires some modicum of collaboration or connection.

Conception is "the formation in the mind of the inventor of a definite and permanent idea of the complete and operative invention as it is thereafter to be applied in practice" (*Townsend v. Smith*, 36 F.2d, 292, 295, 4 USPQ 269, 271 (CCPA 1930)).

Public Disclosure includes public appearances, reports released to the public, new releases, cataloged thesis abstracts of presentations, and journal articles.

Publication: A publication is a description of an invention (prior art disclosure), in the form of a written document (printed publication), that has been disseminated or otherwise made available to the extent that persons interested and ordinarily skilled in the subject matter or art, exercising reasonable diligence, can locate it. An electronic publication, including an on-line publication or an Internet publication, is considered to be a "printed publication" within the meaning of United States patent law, as is a conventional printed document. In the U.S., inventors have one year to file for patent protection once an "enabling disclosure" of an invention is made. An enabling disclosure is a written publication that describes the invention in sufficient detail that a person of ordinary skill in that area could reproduce and practice the invention without an unreasonable amount of difficulty. Oral disclosures of inventions, even if accompanied by visual materials, typically are not considered "enabling publication". A description of an invention in a grant proposal may be considered a form of enabling publication, owing to the circumstances and are therefore available to the public. Because publication immediately precludes filing of patents outside the U.S., it may be advisable to apply for a U.S. patent or

provisional patent prior to making any publication, and before applying for foreign patent protection.

1. Date of this record:
2. Title of invention:
3. Inventor(s) full name, office address (include department) office phone, home address and citizenship:
4. Was this invention developed under Federal Funding?
  - a. Agency:
  - b. Grant/Contract No.:
  - c. Award Type
  - d. Agreement Type:

**Question 5 should be answered on an attachment sheet signed and dated by you.**

5.
  - a. To what general processes, devices or materials does the invention relate?
  - b. What has been done before (prior art) and how is this invention different from it? Have you checked the U.S. Patent & Trademark Office website?
  - c. What are the particular objects and advantages of the invention and what problems does this invention overcome?
  - d. Attach drawings, if available, showing the invention in various views and identify the drawings. If the invention is a process and can be described in connection with schematics and flow diagrams, etc., they should be attached.
  - e. Describe the invention (process, device or materials) in general terms.
6. Has there been a public disclosure?
  - a. First publication date:

- b. First placed on sale:
  - c. First public use date:
  - d. State exactly what act, publication, use or sale was considered a public disclosure:
7. List all contemplated disclosures of invention:
8. Significant dates in the development of the invention.
- a. First date of conception of basic concept:
  - b. First date on which basic concept was fully thought out:
  - c. Early dates of significance including relevance of each date:
  - d. Dates subsequent to the date of basic concept which support the date of basic concept including dates of written proposals, description, etcetera. Indicate significance of each date:
9. Date (if any) on which the invention was reduced to practice, by model, tests, laboratory trial, etc. Indicate how.
10. Identify notebook or other records relating to the invention.
11. Name those people (and addresses) to whom you described, or have knowledge of, this invention and how it works.

| Name | Address |
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12. Known related patents:

13. Potential Licensees:

14. Do you foresee that this invention will be used in a foreign country?

a. If yes, indicate which countries:

15. Names of persons, other than witnesses, who could evaluate this invention:

16. Inventor(s) Signatures(s):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

17. Disclosed to and understood by witnesses. Only persons other than co-inventors should serve as witnesses and should sign only after having read the disclosure to understand the invention.

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|-----------|-------|------|-------|------|-------|
| Signature | _____ | Name | _____ | Date | _____ |
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| Signature | _____ | Name | _____ | Date | _____ |
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18. **Recommendation by Department Head and Dean/Director**

**What is your opinion of the invention (include a discussion of known prior art) as to the operability/feasibility of invention, and its commercial aspects:**

|            |           |       |
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| _____      | _____     | _____ |
| Chair Name | Signature | Date  |

|           |           |      |
|-----------|-----------|------|
| Dean Name | Signature | Date |
|-----------|-----------|------|

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|-------|-----------|-------|
| _____ | _____     | _____ |
| Name  | Signature | Date  |