HANDOUTS FOR UNIT 13

INVENTION DISCLOSURE RECORD

1. INVENTION TITLE: _____

2. INVENTION DESCRIPTION:

Please provide a detailed description of WHAT the invention is. Identify all essential components or elements; provide their specifications, i.e., number, size, tolerances, operative ranges, yields, etc.; and define their relationship to each other; describe how the invention operates, is used, or functions.

3. APPLICATIONS:

a. Describe the need(s) satisfied or problem(s) solved by the invention.

b. Identify potential users of the invention.

4. COMPETING TECHNOLOGY OR PRIOR ART:

Describe products or processes previously used or currently available, if any, that attempted or purport to satisfy the need or solve the problem cited at paragraph 3 above. Explain the shortcomings of this prior art.

5. ADVANTAGES:

Describe the unique features of the invention and its advantages over the technology identified at paragraph 4 above.

7. CONCEPTION DATA:

a. Give the full name and address of each inventor.

NAME	ADDRESS
_____	_____
	_____
_____	_____
	_____
_____	_____
	_____

b. On what date was the invention first conceived? _____

c. On what date was experimental work, if any, initiated? _____

d. What records are available to substantiate this conception date and which describe the invention and/or its development?

[ ] Laboratory notebooks. Specify: _____
[ ] Notes. Specify: _____
[ ] Memorandums. Specify: _____
[ ] Letters. Specify: _____
[ ] Reports. Specify: _____
[ ] Other. Specify: _____

e. Are there any other disclosures on file or contemplated that relate to this invention? [ ] Yes [ ] No If yes, specify: _____

_____

_____

8. STAGE OF DEVELOPMENT:

Specify what stage of development has been completed. Please check all appropriate categories.

[ ] Concept.
[ ] Engineering drawings.
[ ] Model developed.
[ ] Other. Specify: _____
[ ] Model tested.
[ ] Prototype developed.
[ ] Prototype tested.

9. PUBLICATIONS:

a. List all publications and their dates in which a description of the invention has appeared or will appear? _____

_____

_____

b. List all meetings and their dates at which a description of the invention was or will be presented? _____

_____

_____

10. DISCLOSURES:

a. To whom and when was the first disclosure of this invention made to someone other than a co-inventor? _____

_____

_____

b. What written evidence is available to substantiate this disclosure to others? _____

_____

_____

c. Who, including technicians, have worked with you on this invention?

_____

_____

_____

11. OWNERSHIP:

a. Indicate whether the technology was developed:

(1) On your time with your funds and/or facilities. [] Yes. [] No

(2) On your time using the funds and/or facilities of others. [] Yes. [] No.

(3) As part of your employment duties. [] Yes. [] No.

(4) As part of ____ sponsored research. [] Yes. [] No.
If yes, specify _____ workorder number: _____

(5) As aprt of government sponsored research. [] Yes. [] No.
If yes, specify _____ project number: _____

(6) As part of nongovernment sponsored research. [] Yes. [] No.
If yes, specify _____ project number: _____

b. If anyone, other than co-inventor or _____, holds any right, title, or ownership interest in the invention, provide their names, addresses and the nature of the relationship.

NAME	ADDRESS	RELATIONSHIP

12. AUTHENTICATION:

INVENTOR(S):

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

WITNESSES (2): Read and understood by me:

Name	Signature	Date
Name	Signature	Date

TECHNICAL NOTEBOOKS

Technical notebooks are used to maintain a chronological record of your work. They can be used as legal evidence in interference proceedings, as well as serving as a reference for work done in the past. The notebook should be used to describe devices, processes, and compositions of matter; describe the theory behind inventions; record ideas and approaches; and record the results of conversations with individuals and groups. Sketches illustrating relevant information, ideas, and problems should be included.

Guidelines for keeping technical notebooks are as follows:

- Use a bound notebook
- Number the pages
- Date each entry
- Each entry should explain in detail the work performed or monitored and conclusions, if any; also record any observations of physical results, even if they are not fully understood
- Include information on who is working with you and people with knowledge of your work
- References to related work and prior art are useful
- Each entry should be signed and dated when it is completed
- Any drawings, charts, or graphs done on special paper should be securely glued into the notebook; they should be signed and dated just as any entry; and they should be explained in a narrative
- Any mistakes should be canceled by drawing a line through them and entering the correct information; nothing should be erased; corrections should be initialed and dated by the inventor
- If blank spaces are left, they should be canceled by drawing a diagonal line through them and the inventor should initial and date them
- Make entries in ink, if possible
- Use one pen for an entire entry, so there will be no question about information being inserted later
- Data should be entered on the day the work is done, if possible; if the data cannot be entered the same day, it should be dated the day it is entered, making clear which day the work was done

- Have each entry signed and dated by an associate who is familiar with your work, but not working on the same problem; the signature indicates an understanding of the data, not just a witness of the researcher's signature.
- If other individuals or organizations have knowledge of the work you are doing, they should be listed; records of conversations and conferences with these individuals and groups should also be kept.

If the technical notebook is to be admitted as evidence in an interference proceeding, it must be legally established as authentic. As the inventor, you will be called to testify that it is your notebook, your handwriting, and your signature. An independent witness, probably an associate but not not a co-inventor, will also be called to corroborate your testimony.