

[NAME OF INSTITUTION]

**INVENTION DISCLOSURE FORM**

An invention disclosure should be made when something new and useful has been conceived or developed, or when unusual, unexpected, or unobvious research results have been achieved and can be utilized.

The purpose of this disclosure form is to permit evaluation of your invention to determine whether the invention is patentable and whether commercial development is feasible. The invention should be clearly described so that someone having knowledge in the field of the invention can understand the technical merits of the invention, its usefulness, and possible practical applications. Information that helps evaluators appreciate the invention will increase its ultimate chances for successful patenting and later market development. This is the goal in Section 1-4 of the attached Invention Disclosure Form.

The remainder of the disclosure covers certain general issues that need to be taken into account with every invention. The first is public disclosure of the invention (Section 5), because such disclosure places severe limitations on available patent protection. The right to patent protection is lost immediately upon non-confidential disclosure of the invention unless a patent application is filed prior to such disclosure. Thus, to ensure the possibility of patent protection in Singapore and other countries in the world, it is important that invention disclosures be submitted for timely review so that a patent application can be filed before public disclosure occurs.

Determining ownership and licensing rights in the invention is addressed in Section 6. Identification of the financial support used during the development of the invention helps determine whether there are contractual obligations to external research sponsors that provide such support.

The final issue the form addresses is the identification of the individuals who contributed to the development of the invention (Section 7). It is important to note that these individuals may not meet the legal criteria for inventorship. Legal inventorship is determined later by a patent attorney at the time a patent application is filed. Only the person completing the disclosure form and the Department Head need to date and sign the form.

The back of the disclosure sheet or appended sheets may be used if the form space is not sufficient. You may include, if you wish, additional comments that you or the other inventors may have regarding the invention.

For advice on completing the disclosure form or for additional information, contact the C & P (*insert telephone no. and/or email address*).

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A patentable invention may be any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof. Under patent law, this is also interpreted to include drugs, newly discovered, mutated or genetically engineered microorganisms or plants, new or altered forms of plant life, vaccines, cells, tissue and organ cultures, products of recombinant DNA research, hybrid cell cultures, processes involving microorganisms, monoclonal and polyclonal antibodies, engineered proteins, some computer programs, designs.

1. TITLE OF THE INVENTION: (Brief, but comprehensive, technically accurate and descriptive.)

2. CONCISE DESCRIPTION OF THE INVENTION: Your disclosure should enable someone having knowledge of the field to understand the invention. Include all essential elements (features, concepts, or new results of the invention, whichever is most applicable), their relationship to one another, and their mode of operation. Identify the elements that are considered novel. Also, if the invention is an apparatus or system, attach drawings or a sketch and indicate if it has ever been built or tested. Use additional pages, attach drawings, manuscripts, papers, or other supporting material to facilitate understanding of the invention.

3. USES/ USEFULNESS/ ADVANTAGES OF THE INVENTION OVER CURRENTLY AVAILABLE TECHNOLOGY: Describe what is presently available in the field. Identify existing devices or processes (and their shortcomings) and list any published material such as patents, commercial literature, scientific articles relating to the invention. Identify the advantages or benefits of the invention over currently available technology, such as efficiency, cost benefit, simplicity, overcoming a defect. Identify possible uses or new uses of the invention (especially important if the invention is a chemical compound).

4. POTENTIAL COMMERCIAL APPLICATIONS OF THE INVENTION / POTENTIAL LICENSEES: Have you been contacted by any party regarding the licensing of your invention? Are you aware of any companies in the field that may be interested in your invention? Are there current plans to use your idea commercially?

5. PUBLIC DISCLOSURE/ PUBLICATION PLANS: Public disclosure includes abstracts and presentations at scientific meetings (including poster sessions), public seminars, shelving of theses, publications, disclosure to others outside of the Institution who have not signed a confidentiality agreement, and use, sale, or offer of sale of the invention. Identify dates and circumstances of any such disclosures. Also, indicate your future disclosure or publication plans, and NOTIFY C & P (address given in item 8) if the invention becomes publicly disclosed or published in the future (whether by plan or inadvertently).

6. FINANCIAL SUPPORT/ CONTRACT IDENTIFICATION: Identify the specific grant or contract number(s) (not the account number) and the external sponsors (governmental agencies, industrial sponsors, private agencies, or others) which provided support used to defray costs related to the research from which the invention resulted. This information is needed to determine whether this invention is subject to any commitments or restrictions arising from the terms of sponsorship.

7. IDENTIFICATION OF CONTRIBUTOR(S): List below all persons who are believed to have contributed to the conception or reduction to practice of this invention. Please provide addresses and phone numbers where they may be contacted. (Use the back of this sheet if more space is needed.)

Note: The foregoing list should include names of all persons who may qualify as legal inventors. Legal inventorship is a technical question which is determined later by the lawyer or patent agent of record at the time a patent application is filed.

SIGNATURES:

\_\_\_\_\_  
(Person completing this disclosure) (date)

\_\_\_\_\_  
(Director of Research) (date)

\_\_\_\_\_  
(Department Head/Lab Director) (date)

8. DISTRIBUTION: Prepare and distribute 7 copies of the completed Invention Disclosure Form as follows:

- 1 copy for your file
- 1 copy for Director of Research
- 1 copy to Department Head/ Laboratory Director
- 1 original and 3 copies to C & P [*insert address*].