# Invention Disclosure Report

# Logo_Briefbogen_RGB_Ausdruck_300dpi

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| To  Freie Universität Berlin  Abteilung Forschung  Legal Affairs in Research & Transfer  Kaiserswerther Str. 16-18  14195 Berlin | TO BE FILLED OUT BY THE UNIVERSITY  Received on: |

Date:

|  |  |
| --- | --- |
| (if you are a community of inventors, please fill in the details of the contact person below) | |
|  | Surname, First name |
|  | Department |
|  | Address: |
|  | Post Code, Town/City |

**THE UNIVERSITY WILL HANDLE THE SUBMITTED DOCUMENTS IN A STRICTLY CONFIDENTIAL MANNER!**

1. Short description of the invention

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a) Date of completion of the invention (month/year):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(that means the invention is technically feasible for the skilled person, according to the inventor)

1. Participant inventor

Please use a column for each inventor. Also state external co-inventors or non-employed inventors.

If more than three inventors are involved, please note the required information on a separate sheet. An inventor is a person, who makes an independent contribution to the invention.

I announce the named invention (signature on page 4!)

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| --- | --- | --- | --- | --- |
| **PERSON** | | | | |
| Inventor | 1 | 2 | 3 | 4 |
| Surname |  |  |  |  |
| First name |  |  |  |  |
| Date of birth |  |  |  |  |
| Title / Degree |  |  |  |  |
| Citizenship/Nationality |  |  |  |  |
| Address *private* |  |  |  |  |
| Phone number *private* |  |  |  |  |
| Institute / Professorship / Clinic /University Department |  |  |  |  |
| Address *work* |  |  |  |  |
| Phone number *work* |  |  |  |  |
| Fax number *work* |  |  |  |  |
| Mobile number |  |  |  |  |
| Email address |  |  |  |  |
| Profession |  |  |  |  |
| Official position |  |  |  |  |
| Type of employment  (e.g. professor, research assistant, researcher, employee, Ph.D. student, graduand, technician, scholarship student etc.) |  |  |  |  |
| FU-Personnel number |  |  |  |  |
| Verification employed inventor  (to be filled out by the university) |  |  |  |  |

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| Inventor | 1 | 2 | 3 | 4 |
| The invention was developed as part of my thesis, doctoral thesis or my employment contract? |  |  |  |  |
| Was the task, which led to the invention, assigned by a third party? |  |  |  |  |
| Is the invention located in your own field of work? |  |  |  |  |
| Is the invention largely based on experience or work at the university? |  |  |  |  |
| Contribution to the invention [in %] |  |  |  |  |

We have agreed to the above mentioned shares of the invention:

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|  |  |  |  |  |  |  |
| Date | |  | Date |  | Date |  | Date |
|  | |  |  |  |  |  |  |
| Signature 1st Inventor | |  | Signature 2nd Inventor |  | Signature 3rd Inventor |  | Signature 4th Inventor |

1. Project funding

Was/Is the project, in which the invention has been made, sponsored/funded by third parties like for example a public body (DFG, BMBF, Stiftung, etc.), an industrial partner or as part of a FuE-contract?

If yes, please state the type of support, the short title and the project number. Please enclose a copy of the project/grant application.

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| Type of support | Title of the project | Project number |
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1. Publication

Has there already been a publication of the invention in full or parts (in form of posters or presentations, etc.)? If yes, when?

Do you plan a publication? If yes, please specify the date, the form and the medium?

**NOTE:**

The essence of the invention, thus the inventive content may have never been published worldwide prior to a patent application with the patent office (not even by the inventors).  
According to § 42 ArbnErfG an inventor is entitled to disclose the service invention/job-related invention in its teaching and research activities under the condition, that he/she informs/notifies the employer two months ahead of doing so.

1. Description of the Invention

Please enclose a description of your invention, including explanatory drawings and descriptive documents (e.g. publications, brochures and selected data material) in an annex. You will find a proposal for structuring your description in the appendix.

1. Declaration

To my knowledge there are no other inventors involved in the invention. I have described the invention fully and completely. I am aware that all publications of the invention and all disclosures to outside parties who are not bound to secrecy, can prevent the grant of a property right and therefore can only take place after the patent application. I do not know about any preuse or prior publications.  
I undertake to notify a change of address immediately.

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| Date | |  | Date |  | Date |  | Date |
|  | |  |  |  |  |  |  |
| Signature 1st Inventor | |  | Signature 2nd Inventor |  | Signature 3rd Inventor |  | Signature 4th Inventor |

1. Appendix
   * \_\_\_ pages description, including \_\_\_ pages of drawings
   * Appendix with further information of the inventors
   * Private papers / publications in the field of the invention
   * Sources to state of technology (brochures, publications etc.)
   * Other:

Appendix

Proposal for structuring the description of the invention

* State of Technology
* Current state of technology
* What problem has led to the invention?
* Previous experience or developments of the university or institution
* …
* Description of the invention
* Technical and scientific foundations
* Functionality and structure
* Advantages and improvements compared to the state of technology
* Descriptive indicators
* Implementation by experiments or prototypes
* …
* Patent
* Has a novelty search been conducted?
* Do patents already exist to the topic of invention by you, your work group, colleagues etc.?
* If there is already contact to a patent attorney or patent agent, do you have a preference to a certain one? If that’s the case, please name the patent attorney.
* Is there any interest in using the invention for your own purpose, e.g. through a spin-off or further development?
* …
* implementations
* What kind of applications are conceivable?
* Which companies or industries might be interested in the invention?
* Which products are feasible?
* ….