

Disclosure of an invention

To

Humboldt-Universität zu Berlin

Forschungsabteilung

Unter den Linden 6

10099 Berlin

TO BE COMPLETED BY THE UNIVERSITY	
Received on:	Stamp:
Written acknowledgement of receipt sent on:	
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The 4-month period for claiming of the invention expires on:	
Decision on the release or claim being made issued on:	

Address of correspondence:

(in case of a group of inventors, please specify the contact person)

Date: _____

Surname, given name

Department

Street, street number

Postal code, city

THE UNIVERSITY WILL TREAT THE DOCUMENTS FILED AS CONFIDENTIAL!

1. Title of the invention

2. Period of conception of the invention

Completion (month/year)

(i.e. technically implementable for the person skilled in the art in accordance with the inventor's specifications)

3. Inventors involved

Please fill in a separate column for each inventor. Kindly also specify any external or independent co-inventors involved in this section. In the case of more than three inventors, please indicate the required details on a separate sheet. Any party making an independent contribution to the creation of the invention is deemed an inventor.

	I report the aforementioned invention		
	1	2	3
PERSON			
Surname			
Given name			
Title / academic degree			
Citizenship			
Address (<i>private</i>)			
Phone number (<i>private</i>)			
Institute / chair / clinic / department			
Address (<i>office</i>)			
Phone number (<i>office</i>)			
Fax number (<i>office</i>)			
Mobile number			
E-mail address			
Profession			
Official position (e.g. Professor, Research Fellow, Research Assistant, Employee, PhD student, undergraduate student, technician, scholarship beneficiary, etc.)			
Nature of employment (e.g. civil servant, private employment contract, employment contract as a Research Assistant / (student) assistant, service contract, etc.)			

	I report the aforementioned invention		
	1	2	3

INVENTION			
Was the invention created within the scope of an undergraduate thesis, a doctoral thesis, possibly based on a scholarship or employment contract entered into with the University or a private employment contract? (Accurate details are required.)			
Was the task that led to the invention actually given to you?			
Can the invention be attributed to your own special field of activity?			
Is the invention based substantially on experience gathered or activities attributable to the university?			
Share in the creation of the invention in %			

We have irrevocably agreed on the above proportions in the creation of the invention.

Place, date	Place, date	Place, date
signature (1st inventor)	signature (2nd inventor)	signature (3rd inventor)

4. Project funding

Was/is the project within the scope of which the invention was created funded by any third parties, such as a public institution (DFG, BMBF, a foundation, etc.), a partner from the industry or under an R& D agreement?

If so, please specify the nature of funding, the brief version of the project title and the project ID. Kindly enclose a photocopy of the respective application in regard to the project/its funding.

Nature of funding	Project title	Project ID

5. Publication

Has the invention or have parts of it already been published before (posters, lectures, etc.)?
If so, on what date?

Is publishing the invention scheduled? If so, kindly specify date, form or means of publication.

NOTE: The essence of the invention, meaning those aspects that make it qualify as an invention, may not have been published prior to filing a patent application with the Patent Office anywhere in the world (not even by the inventors themselves).
As per Section 42 ArbEG (Employee Inventions Act), inventors are entitled to disclose the service invention within the scope of their tuition and research activities, as long as they have notified their employer in time, generally adhering to a two-month period of notice.

6. Description of the invention

Kindly include a description of your invention, including descriptive drawings and explanatory documents (e.g. publications, literature, select data), as well as details on the prior art, as attachments. You will find a proposal on how your description can be broken down in the appendix.

7. Declaration

As per my knowledge, no additional inventors have been involved with the creation of the invention. I have described the invention comprehensively and completely. I am aware that any publications of the invention and any notifications to third parties not bound by confidentiality rules may prevent the intellectual property right from being granted and thus may not be effected until the patent application has been filed. I am unaware of any prior uses or prior publications.

Place, date

Place, date

Place, date

signature (1st inventor)

signature (2nd inventor)

signature (3rd inventor)

8. Attachment

- _____ pages of description, including _____ pages of drawings
- Attachment containing additional inventors' details
- Own papers/publications in the field of the invention
- Sources for the prior art (literature, publications, etc.)
- Any other information: _____

Appendix

Proposal on how the description of the invention can be broken down:

- **Prior art**
 - ✓ State of the art to date
 - ✓ Which (scientific or technical) problem triggered the creation of the invention?
 - ✓ Previous experience gathered by or papers devised/devices developed by the university or institute
 - ✓ ...
- **Description of the invention**
 - ✓ Technical or scientific basis
 - ✓ Functioning and design
 - ✓ Benefits and upgrades in relation to the prior art
 - ✓ Descriptive reference numbers
 - ✓ Implementation by means of experiments or prototypes
 - ✓ ...
- **Experiments**
 - ✓ Previous experiments and its results
 - ✓ Planned experiments and next steps
- **Patent**
 - ✓ Has a search been conducted on novelty status?
 - ✓ Are there any existing patents owned by you, your work group, your fellow researchers, etc. concerning the field to which the invention pertains?
 - ✓ Are there any existing contacts with patent attorneys or do you prefer to use the services of any particular patent attorney? If so, please specify his/her name.
 - ✓ Are you interested in utilising the invention to your own advantage, such as through a spin-off or taking the invention to the next level in terms of development?
 - ✓ ...
- **Applications**
 - ✓ What kind of applications are conceivable?
 - ✓ Which businesses or industries might take an interest in the invention?
 - ✓ What kind of products can be manufactured?
 - ✓ ...

Additional information is available on the leaflet for parties filing patent applications.

www.dpma.de/formulare/p2791.pdf