

# Invention Disclosure Report

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

\_\_\_\_\_  
\_\_\_\_\_  
a) Date of completion of the invention (month/year): \_\_\_\_\_  
(that means the invention is technically feasible for the skilled person, according to the inventor)

Confidential

## 2. 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!)

| <b>PERSON</b>  |   |   |   |   |
|--|---|---|---|---|
| Inventor   | 1 | 2 | 3 | 4 |
| Ms / Mr / Neutral indication /<br>No indication  |   |   |   |   |
| Surname  |   |   |   |   |
| First name   |   |   |   |   |
| Date of birth  |   |   |   |   |
| Title / Degree   |   |   |   |   |
| Citizenship/Nationality  |   |   |   |   |
| Address <i>private</i>   |   |   |   |   |
| Phone number <i>private</i>  |   |   |   |   |
| Institute / Professorship /<br>Clinic /University Department   |   |   |   |   |
| Address <i>work</i>  |   |   |   |   |
| Phone number <i>work</i>   |   |   |   |   |
| Fax number <i>work</i>   |   |   |   |   |
| Mobile number  |   |   |   |   |
| Email address  |   |   |   |   |
| Profession   |   |   |   |   |
| Official position  |   |   |   |   |
| Type of employment<br><small>(e.g. professor, research assistant, researcher,<br/>employee, Ph.D. student, graduand, technician,<br/>scholarship student etc.)</small> |   |   |   |   |
| FU-Personnel number  |   |   |   |   |
| Verification employed inventor<br><small>(to be filled out by the university)</small>  |   |   |   |   |

| 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:

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

### 3. 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.

| Type of support | Title of the project | Project number |
|-----------------|----------------------|----------------|
|                 |                      |                |
|                 |                      |                |
|                 |                      |                |

#### 4. Publication

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

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

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**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.

#### 5. 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.

#### 6. 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.

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

#### 7. 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?
  - ....