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Disclosure and Record of Invention

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Disclosure and Record of Invention

Abstract

A Disclosure and Record of Invention form is employed with the advent of a new invention. This form is not a patent application but is a first step in documenting novel inventions at Kean University.

Keywords

Standard II, invention

DISCLOSURE AND RECORD OF INVENTION



The Disclosure and Record of Invention is an important legal document. Please take care in its preparation. Do not withhold any key elements of the invention. A complete description is essential to an enforceable patent. Submission of the Disclosure and Record of Invention Form is not the same as the filing of a patent application. NOTE: Distribution of copies of a completed form to third parties is expressly prohibited. Proprietary University information is contained in any completed form.

1. Title of the Invention

2. Names, addresses, and signatures of inventors *(attach additional page if more than two inventors)*

| | |
|--------------------------------|--------------------------------|
| Print Name | Print Name |
| Signature | Signature |
| Department or School | Department or School |
| Building and Room | Building and Room |
| Address (if non-Kean employee) | Address (if non-Kean employee) |
| Telephone | Telephone |
| Email | Email |

3. When did you first conceive this invention?

4. What is the date of the first written record *(notebook, letter, drawing, etc.)* of this invention? Identify the document/s involved and location of each.

5. When did you first successfully test this invention?

6. Description of the Invention

DISCLOSURE AND RECORD OF INVENTION



(Use additional pages if necessary. Sketches, photos, laboratory notebooks, and any other pertinent supporting documents should be attached to this disclosure form.)

a. **Purpose**

b. **Description**

c. **Use**

d. **Novel features**

e. **Advantages**

f. **Immediate or future applications of the invention**

7. **Identify the closest existing patents or publications to this invention of which you are aware**

DISCLOSURE AND RECORD OF INVENTION



8. **Planned or prior publication (of ANY kind) or oral presentation or disclosure of this invention, Indicate when, under what circumstances (orally, in writing, by actual use or demonstration), and to whom.**
9. **Identify contribution of any organization or sponsor outside of Kean University to the invention (staff, money, equipment, facilities, materials). If grant funding was involved, identify the grant title, source, and value of contribution.**
10. **Did you use any biological materials provided by a third party in the course or performance of this research? _____ Yes _____ No**
- If yes, please describe:**
11. **Potential licensees or companies to be approached:**

DISCLOSURE AND RECORD OF INVENTION



12. Technically Qualified Witnesses (two required)

I have read and understand this invention disclosure:

a. _____
Signature Date

Print Name

b. _____
Signature Date

Print Name

Submit completed form with ORIGINAL SIGNATURES and all supporting documents directly to:

Vice President for Academic Affairs
Kean University
1000 Morris Avenue
Kean Hall, 101
Union, NJ 07083

If you do not receive an acknowledgement of receipt within 7 days, please call the Office of the Vice President for Academic Affairs at 908-737-7030