

# Sample Confidential Invention Disclosure

*Complete this form as comprehensively as possible using as much space as necessary. Do not make any conclusions concerning patentability or inventorship. Do not disclose the invention without Company approval. Contact counsel with any questions.*

## 1. Descriptive Working Invention Title:

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## 2. Abstract or Brief Invention Description:

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## 3. Identify All Invention Contributors:

*Identify all individuals involved in creating, discovering, developing, testing, or analyzing any aspect of the invention. Include any contributors outside of your organization. Counsel will determine inventorship. Notify counsel if any contact information changes.*

Contributor Name	Job Title	Contact Information (include residence address, telephone, and email contact information)	Citizenship

*(Add additional fields as necessary.)*

## 4. Invention Details and Documentation:

*Provide dates and cite and attach documentation as appropriate, including laboratory notebook entries, data, and drawings. Use as much space as necessary.*

Describe the background, purpose(s) of, and problem(s) the invention solves:

Broadly describe the invention, including any necessary or important features, parts, materials, or steps:

Describe the invention in further detail. Distinguish between required and optional features, parts, or steps. List and describe all experimental and working embodiments, and point out any preferred and best embodiments or versions:

For each feature, part, or step, describe the scope and preference level of materials, construction, uses, applications, variations, alternatives, and results:

*Do not limit the description to the embodiments or experiments that have already actually been conducted.*

Describe key and distinguishing invention features and any known alternative approaches to the problem:

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Describe any former barriers to the invention and anything that facilitated the invention:

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Describe any aspects or results of the invention that were unexpected or surprising:

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Describe any possible further extensions or modifications of the invention:

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**5. Confidentiality Status:**

*Do not disclose the invention without counsel approval.*

Describe any past or planned publication or public disclosures.

Date	Description

Describe any past or planned confidential disclosures and any related confidentiality agreements.

Date	Description

**6. Literature and Related Technology:**

Cite any related literature, publications, products, patents or patent applications of which you are aware that pertain to the invention:


*(Add additional fields as necessary.)*

### **7. Signatures**

*All invention contributors should sign the completed form, if possible.*

I/we certify that all of the above information is correct and complete.

Signature of Submitting Contributor:	
Printed Name and Date:	
Supervisor's Signature:	
Printed Name and Date:	

Signature of Submitting Contributor:	
Printed Name and Date:	
Supervisor's Signature:	
Printed Name and Date:	

*(Add additional submitter fields as necessary.)*