

## Invention Disclosure Notice



Use this form to disclose potentially Patentable Inventions pursuant to Section VI of the Intellectual Property Policy. This form should be fully completed, with attachments, and sent to:

Tania Johnson, Director of Sponsored Research

- via email at [johnsont@hws.edu](mailto:johnsont@hws.edu) or
- via hand delivery of a paper copy at Office of Academic and Faculty Affairs.

1. Inventors - For each Inventor<sup>1</sup>, provide the contact information and describe of each person's contribution (attach additional sheets if necessary):

Name:	
Position/Title:	
College:	
Department:	
Phone (Home):	
Phone (Work):	
Address (Home):	
Address (Work):	
Email Address:	
Contribution to the Invention:	

Name:	
Position/Title:	
College:	
Department:	
Phone (Home):	
Phone (Work):	
Address (Home):	
Address (Work):	
Email Address:	
Contribution to the Invention:	

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<sup>1</sup> An Inventor contributed intellectually to the conception of the Invention.

Name:	
Position/Title:	
College:	
Department:	
Phone (Home):	
Phone (Work):	
Address (Home):	
Address (Work):	
Email Address:	
Contribution to the Invention:	

2. Title of Invention:

3. Description of Invention - Provide a technical explanation of the invention, the principles involved, and the method of operation. Attach any necessary drawings or images:

4. Explanation of the Commercial Application or Competitive Advantage of the Invention - Include potential commercial companies and industries that could benefit from the invention:

5. Novelty/Usefulness - Describe the existing and related technology, each way in which this invention is different from and an improvement to existing technology, and why this solution would not be obvious to others in the field:

6. Date of Conception, Descriptions, and Prototype/Reduced to Practice:

Date on which Invention was conceived <sup>2</sup> :	
Describe how the Invention was conceived:	
Describe and attach all written materials regarding the Invention:	
Date reduced to practice by a writing or prototype:	
Date Invention was sold:	
Describe any sale:	

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<sup>2</sup> Conception means formulation of the idea of the Invention in the Inventor's mind.

7. Disclosure - Identify and describe all disclosures of the Invention and planned future disclosures, including planned sales of the Invention. If past disclosures were in writing, attach the writings. Also attach governing Non-Disclosure Agreements.

Date of Disclosure:	Method of disclosure:	To whom disclosure made:	Non-Disclosure Agreement?

8. Further Research - Describe further planned research:

9. Third-Party Sponsorships - Identify third-party sponsors of the project and attach existing governing agreements:

Name/Entity:	Contribution:	Does an agreement exist?

10. Inventor Signatures:

Signature:		Signature:	
Name:		Name:	
Position:		Position:	
Date:		Date:	

Signature:	
Name:	
Position:	
Date:	