INVENTION DISCLOSURE FORM (PATENT)

Confidential. Complete every section in your own words and submit the form to your institution's IPR cell or technology transfer office (TTO) before any publication, poster, thesis or talk about the invention.

Type into the boxes in any PDF reader and save a copy, or print the form and write by hand.

Institution		**Department**	
Date submitted		**Reference no. (office use)**	

1. INVENTORS AND CONTRIBUTORS

1.1 Inventors (full name as on official ID, department or affiliation, email, phone, nationality, share of contribution)

Name everyone who contributed to the inventive idea, not only senior authors. Students and outside collaborators count if they contributed an idea.

1.2 Lead inventor (contact person for this disclosure)

One person the IPR cell or TTO can contact with questions.

1.3 Other contributors who are not inventors, and what they did

People who only carried out instructions, such as fabrication or testing, are contributors, not inventors.

2. TITLE AND SUMMARY

2.1 Title of the invention (15 words or fewer)

Say what it is and the one feature that sets it apart. Avoid words like smart, novel or AI unless they define the invention.

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2.2 Summary: the problem, your solution and the main result (80 to 150 words)

Write a first version now and rewrite it when the rest of the form is complete.

3. FIELD, BACKGROUND AND PROBLEM

3.1 Technical field

One line: the area an examiner would file this under.

3.2 Background: how the task is done today, and by whom

Two to five sentences a non-specialist can follow. Define unusual terms.

3.3 The problem: what fails today, in which situations, and with what consequence

Be specific. A precise problem makes the inventive step easier to argue.

3.4 Earlier solutions and their drawbacks (number them)

List each approach you know of and its specific drawback.

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4. PRIOR ART SEARCH

4.1 Databases searched, keywords and date of search

For example Google Patents, Espacenet, WIPO PATENTSCOPE, InPASS, Google Scholar.

4.2 Closest patents or papers (3 to 5), and how your invention differs from each

Never leave this blank because you found something similar. The differences are what matter.

4.3 Companies and research groups active in this area

In your country and abroad. They are also likely licensees or competitors.

5. YOUR INVENTION

5.1 Key idea: how your invention solves the problem

Explain cause and effect: which feature fixes which problem, and why it works.

5.2 Type of invention (tick all that apply): device or apparatus / method or process / composition or formulation / system / software with a technical effect / other

Choose more than one when a new device performs a new method; the application can then claim both.

5.3 Objectives (3 to 5, each tied to a problem above)

Short numbered points.

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6. DETAILED DESCRIPTION

6.1 Components or steps, in full (with reference numbers that match your drawings)

A skilled person in another lab should be able to make and use it from this alone. Give the values you used.

6.2 Ranges and alternatives (materials, values, designs or steps that would also work)

Competitors design around what you leave out, and matter not disclosed now cannot be added later.

6.3 Drawings, flowcharts, photographs and data attached (list them)

Label every part with the same reference numbers as the text.

7. WHAT IS NEW, AND WHY IT MATTERS

7.1 Novel features (only what the closest prior art does not have)

One feature or combination per point. A known feature on its own is not novel.

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7.2 Advantages, with figures where you have them

Measured benefits are the strongest support for the inventive step.

8. STAGE OF DEVELOPMENT AND TEST RESULTS

8.1 Current stage (tick one): concept / proof of concept in the lab / prototype tested in a relevant environment / tested in real use / ready for market. Estimated technology readiness level (TRL 1 to 9), if known

State which TRL framework you used, and the evidence for it.

8.2 Tests done: what was built, the method, the conditions and the results compared with a baseline

A small table of numbers is clearer than a paragraph. Attach raw data.

9. DATES AND DISCLOSURES

9.1 Date of conception and the record that proves it

For example a dated lab notebook page or email.

9.2 Past disclosures outside your institution (papers, posters, theses, talks, demonstrations, web posts, code, emails to companies, sales), with dates and whether under a confidentiality agreement

List every one, however small. If there are none, write None.

9.3 Planned disclosures, with dates

Tell the IPR cell or TTO about any deadline now; an application can often be filed before you publish.

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9.4 Related earlier patent applications, if any

Your own or your group's earlier filings this builds on.

10. FUNDING, AGREEMENTS AND COMMERCIAL POTENTIAL

10.1 Funding (internal, government, industry or other), with scheme name and sanction number

Grant conditions can affect who owns the invention and what must be reported.

10.2 Sponsors, collaborators, material transfer or other agreements covering this work

Any company or outside lab that provided money, material, data or equipment.

10.3 Possible applications, products and licensees, and whether any have been contacted

Who would pay for this, and for what product?

11. DECLARATION AND SIGNATURES

11.1 Declaration: We declare that the information in this form is true and complete to the best of our knowledge, that we are the inventors named above, and that we will not disclose the invention further until advised by the IPR cell or TTO.

Every inventor signs and dates. Your head of department or supervisor may countersign, as your institution's policy requires.

11.2 For office use: received on, reference number, reviewed by

Completed by the IPR cell or TTO.

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