DOCKET NUMBER:_____

INVENTION DISCLOSURE FORM
CONFIDENTIAL

This is an Invention Disclosure Form for _____, and all of its affiliated companies, hereafter referred to as "COMPANY".

INSTRUCTIONS: **DATE STAMP:**

- Supply enough information to provide an understanding of your invention.
- Any questions regarding this form should be referred to: _____ _____
- Return completed form to: _____

1. Title of Invention: Write a short descriptive title, avoiding coined terms and project names.

2. Inventors: Include the names of all persons who made a contribution to the conception of the invention. If there are more than four inventors, use Supplemental Sheet attached.

Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	

Check here and attach supplemental sheet if more than 4 inventors: ☐

Initialed by Inventors: ____ ____ ____ ____

3. Conception of Invention:

Date of conception: _____

Location of conception: _____

Date of first written description: _____

Location of such first description (e.g., pages 3-5 of lab book #2): _____

_____

Please attach copies of all pertinent portions of lab notebooks or the equivalent. They should be signed, dated and witnessed by two other people who have read and understood the description of the invention.

4. Reduction to Practice:

Reduction to practice is merely a demonstration that an invention works, which can be evidenced by working models, prototypes or simulations. Reduction to practice is not necessary to file a patent application.

Date of any such demonstration: none planned ☐
date/planned date of demonstration: _____

Location of demonstration: _____

5. Related Art:

Is this invention an improvement of an existing COMPANY product? No ☐ Yes ☐

If "Yes," identify the existing product
and identify the improvement:

What was the problem to be solved?

How had others attempted to solve it before you?

What were the problems or disadvantages with these prior attempts?

What are the closest known technologies, products, etc.?

6. Reference Materials:

List any printed publications, patents, patent applications or any other materials of which you are aware that provide background material and/or that may be considered as "prior art."

What other companies or inventors might be aware of such prior art?

7. Key Words:

Indicate any key words or phrases (preferably at least 3) we could use to search for related art or identify this invention for use in our own database.

8. Drawings of the Invention:

Please submit clear drawings that illustrate the invention, either by electronically inserting the drawings below or by using supplemental sheets.

9. Brief Description of the Invention:

Describe the structure, function and/or method of the invention in enough detail to enable someone technical to understand how you solved the problem. Stress the fundamental principle of the new idea from an engineering standpoint. You should reference any drawings you submitted to help explain the invention. If you have a detailed description, attach it to the end of this form. Explain how the invention solves the problem identified in Section 5 above.

10. Strategic/Tactical Value of the Invention:

Explain how this invention will have strategic value to the COMPANY, whether in economic or non-economic terms. That is, how could such a patent help the COMPANY and/or how could such a patent adversely affect the COMPANY's competitors, both in the present and in the future?

11. Licensing/Competitive Analysis:

Is this licensable technology? No ☐ Yes ☐ Don't Know ☐

If "Yes," name the fields in which this might be licensed:

If "Yes," name the companies that might be interested:

12. Joint Development or Development Contract:

Was this invention jointly developed with the inventors from another company? No ☐ Yes ☐

If "Yes," please identify the company and inventors:

Was the invention tested, constructed or conceived pursuant to the performance of a development contract with another company? No ☐ Yes ☐

If "Yes," please identify the contract and its location:

13. Invention Applicability/Project/Release/Sale Information:

A sale, offer for sale, public showing or release of the invention may affect COMPANY's right to patent the invention. Submit this form even if a public sale, showing or release has already occurred.

To which division or operation does this invention best apply?	
Field of technology:	
Project name and description:	
Please list any _____ docket numbers of other invention disclosures related to this one of which you are aware:	
Expected/actual date of first public release or showing of invention or product incorporating or using the invention:	

14. Publication of the Invention:

Publication of a description of the invention may affect COMPANY's right to patent the invention. Submit this form even if publication has occurred.

Has a description been published or is it scheduled to be published? No ☐ Yes ☐

If "Yes," when and to whom? _____

Has a description been disclosed or is it scheduled to be disclosed? No ☐ Yes ☐

If "Yes," when and to whom? _____

Was a Non-Disclosure Agreement used? No ☐ Yes ☐

If "Yes," please attach a copy, if available.

15. Signatures of Inventors:

This Invention Disclosure Form is submitted pursuant to your employment agreement with COMPANY. In accordance with said agreement, you have agreed to assign and hereby do assign all rights, title, and interest in the above described invention and any patent applications and patents based on this invention to Vital Access and its subsidiaries. Please sign and date below and be certain that each page of this disclosure has been initialed by each inventor. Use a Supplemental Sheet if there are more than 4 inventors.

Signature:_____ Date:_____

Signature:_____ Date:_____

Signature:_____ Date:_____

Signature:_____ Date:_____

16. Witnesses: Read and Understood

This Invention Disclosure Form consisting of seven (7) numbered pages and _____ Supplemental Sheets has been read and understood by:

Name:_____ Name:_____

Signature:_____ Signature:_____

Date:_____ Date:_____

Witnesses, please initial all Supplemental Sheets.

This is a SUPPLEMENTAL INVENTOR SHEET which is to be used if there are more than four inventors for the invention set out in the Invention Docket specified above.

Additional Inventors: Include names of all persons who made a contribution to the conception of the invention. If there are more than five additional inventors, use as many Supplemental Sheets as necessary.

Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	
Full Name:	
Home Address:	
Home Phone:	Work Phone:
Citizenship:	
Supervisor:	
Employee No.:	

Initialed by Inventors: ____ ____ ____ ____

This SUPPLEMENTAL INFORMATION SHEET can be used to provide additional information regarding the invention disclosure reference above.

Initialed by Inventors: ____ ____ ____ ____