

GUIDE FOR THE PREPARATION OF INVENTION DISCLOSURES

1. Disclose Only One Invention – Use a separate form for each invention.
2. Title – Title should be short -and sufficiently descriptive for key word sort and indexing.
3. Background Information – Identify prior information which you believe will be useful in evaluating your invention and in distinguishing it from other approaches. For example, if your invention is an improvement over an approach described in a magazine or over a technique used in a machine, reference the pertinent section of the magazine or that machine. If your invention is programming in nature, identify other programs on which it is based or related programming disclosures. If convenient, send a copy of the reference drawing, flowchart, or other referenced material along with your disclosure.
4. Make Your Disclosure Adequate – The disclosure of your invention is adequate for patent purposes if it enables a person skilled in the art to understand it. A running program or model is not necessary.
5. Description – Items to be considered in preparing an adequate disclosure:
 - a. Essential elements of the invention (modules, ~sub-routines, devices~, etc.) and their relationship to one another and their mode of operation.
 - b. Equivalents that can be, substituted for any element.
 - c. List of features you believe to be new.
 - d. Advantages this invention has over the prior art.
 - e. if your invention is in programming, what are operating systems and/or languages and/or other programs required to make your invention useful? .
6. Additional Material – If more space is needed than is available on this form, use form 7898 for additional pages and attach three copies of pertinent materials such as flowcharts, printouts, or drawings. The original of such attachments should be signed and dated by the inventor and two witnesses.
7. Witnesses – Only persons other than the submitting inventor(s) should serve as witnesses and they should sign each page, or equivalent, of the disclosure after having read the disclosure and understanding the concept or invention involved.

IN THE FUTURE

Refer to this Invention Disclosure by the Disclosure Number that will appear on an acknowledgment from OEI of the receipt of this Disclosure. .

If your invention is to be (or has been) disclosed outside your business, call or write to OEI Tel/Fax: 845.485.2184) at the earliest possible time.

REMEMBER TO PREPARE AND TRANSMIT A DISCLOSURE TO OEI

When you think you have conceived or developed something new; when you recognize that you have obtained useful results which are unusual, unexpected, or unobvious.