

How to Fill Out, Print and Submit the Invention Disclosure Form

Immediately following this page is fillable .pdf form. Please tab through the blue boxes and type in the appropriate information.

Once all of the information is typed in and you are satisfied with your entry, please print a hard copy to be signed and turned in to Intellectual Capital (IC). If you need to start this, save it and come back later, you can save it as a .pdf and return to your form later - however, remember to save it with a DIFFERENT name! Please do not overwrite this form! If you want to save a static completed copy for yourself, choose to print an XPS file. IC needs to have the complete, *originally signed* version of your disclosure and not the electronic version.

Please have all inventors information and signatures prior to submitting the disclosure form to IC.

Please have your Invention Disclosure witnessed by two people who can fully understand your invention.

If you have any questions, please contact Jim in IC at x6542.

Invention Disclosure

Title

Inventor(s)

** If more than one inventor, please order them alphabetically by last name*

Project Name (if any):

Has the idea been shown outside the
confidential development group?

☐ Yes
☐ No

If yes, enter date

If yes, who was it shown to?

Has the idea been described in a
publication or otherwise been
disclosed outside Chamberlain?

☐ Yes
☐ No

If yes, Publication and issue?

Has the idea/invention been offered
for sale?

☐ Yes
☐ No

If yes, enter date

If yes, where?

Invention Disclosure

Invention description:

Problems solved by the
invention:

Advantages of the
invention:

Invention Conceived: _____

Invention Built: _____

First Drawing: _____

Invention Tested: _____

Invention Disclosure

Prior Art

Provide patents, instruction manuals, drawings, photos or descriptions - more information is better than less. Be sure to include all of the following that apply:

☐ Drawings (piece parts and assemblies) No. of pages

☐ Schematics No. of pages

☐ Software code and flow charts No. of pages

☐ Photos No. of photos

What products employ similar parts or concepts? (Include as many as possible)

What sparked your idea for this product/concept?

Are similar parts/concepts used in another industry?

** Please note the following address and witness pages need to be complete, including signatures and dates, prior to giving to Intellectual Capital. Originally signed pages need to be retained by the IC group. Please feel free to keep a copy for your records.*

Invention Disclosure

Inventor(s) Full Name(s) and Address(es):

Last	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>
Street Address	<input type="text"/>		City and County	<input type="text"/>	
State and Zip	<input type="text"/>		Email	<input type="text"/>	
Phone Number	<input type="text"/>	Co. Cell Number	<input type="text"/>	Citizenship	<input type="text" value="United States"/>
Inventor Signature			Date		

Last	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>
Street Address	<input type="text"/>		City and County	<input type="text"/>	
State and Zip	<input type="text"/>		Email	<input type="text"/>	
Phone Number	<input type="text"/>	Co. Cell Number	<input type="text"/>	Citizenship	<input type="text" value="United States"/>
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State and Zip	<input type="text"/>		Email	<input type="text"/>	
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Inventor Signature			Date		

Invention Disclosure

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State and Zip	<input type="text"/>		Email	<input type="text"/>	
Phone Number	<input type="text"/>	Co. Cell Number	<input type="text"/>	Citizenship	<input type="text" value="United States"/>
Inventor Signature			Date		

Invention Disclosure

Two Witnesses Must Sign Below:

(Check all that apply)

- ☐ (A) I *observed* a working model of the invention and it functioned as described.
- ☐ (B) The invention was *explained* to me by the above inventor(s) on the date signed and is understood by me.

(A)	Date Observed	Signatures of Witnesses	Date Signed
1.		Signature	
		Printed Name	
2.		Signature	
		Printed Name	

(B)	Date Explained	Signatures of Witnesses	Date Signed
1.		Signature	
		Printed Name	
2.		Signature	
		Printed Name	

Invention Disclosure

Additional Information (if necessary):