

KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
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GUIDELINES TO PREPARE INVENTION DISCLOSURE



INNOVATION CENTER
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Title of Invention: The title is a simple description, usually only about five words long. For example, "Process for removing contaminants from oils".

Abstract: The Abstract is a very simple summary, similar to the Abstract in a journal article. In a patent application, the Abstract is limited to 150 words and gives a basic overview of the invention, though in an invention disclosure, the length of the Abstract is up to the inventor.

Summary of Invention/Detailed Description: The **Summary** is also an overview, but more detailed than the Abstract. In a patent application, the Summary allows a reader of the patent application to understand, with greater depth than the Abstract, what is being claimed in the application. In an invention disclosure, the Summary provides the key points of the invention, without the full detail of the Detailed Description. In other words, the Summary allows a reader to quickly gain an understanding of what the invention is used for and how it functions. In the Summary, you present the essential steps of your method or the essential parts of your invention. The **Detailed Description**, on the other hand, contains the full details of your invention, including any relevant details you feel are key or distinct to your invention. For a mechanical device, for example, you would describe the individual parts and how they fit and work together. For a chemical compound, this is where you would present the chemical formulae, the volumes and concentrations, etc. Essentially, this is similar to what you would present in a journal article.

Brief description using diagrams / graphs (as applicable): If you have Figures, Drawings, Sketches or Graphs, add them with a Figure number for each (Fig. 1, Fig. 2, Fig. 3, etc.) and a brief description, identifying what is shown in each Figure.

Description of 'prior art' (previous patents related to your work): If you are aware of any similar or relevant patents, published patent applications or published journal articles which were published prior to your invention, insert the appropriate citations. Also, if you have submitted a paper directed to your invention to a journal or are planning on disclosing the invention at a conference, please add a note stating this with the appropriate details.

Data analysis (if applicable): For algorithms, numeric methods, chemical analyses, etc., insert experimental or calculated data as tables or graphs, as you would in a journal article.

Advantages of Invention: Why would your invention be used? What problems does it overcome, or how does it improve over present systems and methods?

Prospective Buyers: Who would be interested in using or purchasing your invention? Give specific fields, such as "Software Developers" or "Pharmaceutical Companies", if you do not have actual corporations who might have interest