

Disclosure of invention

| | | |
|--|--|-------|
| <p><u>Interoffice mail</u></p> <p>Technische Universität Berlin Zentrum für geistiges Eigentum</p> <p>Research Contracts, Licenses and Patents</p> <p>V D 25</p> | To be completed by VD 25 | |
| | Received on: | Stamp |
| | Time of utilization/time of release: | |
| | Informed of missing details on: | |
| | Copy sent to II T on: | |
| | Expiry of the 4-month deadline for release on: | |
| | Decision regarding utilization or release made on: | |

Preferred correspondence address

(The contact person is responsible for forwarding correspondence to other co-inventors for joint inventions)

Date: _____

Last Name, First Name _____

Department _____

Street and number _____

Zip code, Town/City _____

1. Name of invention/working title

2. Date of completion of the invention in reportable form

(Month/Year)

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3. Participating inventors

Please use a separate column for each inventor. Please also include external co-inventors or freelance co-inventors. An inventor is anyone making an independent contribution to the invention.

If more than six inventors are involved, please use a separate sheet to provide details.

Personal details

| PERSON | I am disclosing the invention named | | |
|-----------------------------------|-------------------------------------|---|---|
| | 1 | 2 | 3 |
| Last Name | | | |
| First Name | | | |
| Title / academic degree | | | |
| Nationality | | | |
| Address <i>private</i> | | | |
| Phone <i>private</i> | | | |
| Faculty / Institution | | | |
| Cost center | | | |
| Address <i>business</i> | | | |
| Phone <i>business</i> | | | |
| Fax <i>business</i> | | | |
| Cell phone number | | | |
| Email address | | | |
| Occupation | | | |
| Status * ¹ | | | |
| Type of employment * ² | | | |
| Duration of employment | | | |

*¹ e. g. professor, academic assistant, research/teaching assistant, employee, technician, doctoral candidate, Diplom student, scholarship holder, etc.

*² e.g. civil service, qualification position, private employment contract, external funding project contract, etc.



In your own interest we ask that you inform of us of any changes to your personal data (including after your employment at TU Berlin ends).

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Details about the invention

| | I am disclosing the invention named | | |
|--|-------------------------------------|---|---|
| | 1 | 2 | 3 |
| If externally funded, the FOR project number (8 digits) | | | |
| Did the invention arise within the framework of a Diplom thesis or doctoral thesis, potentially by means of a scholarship or a University/private employment contract? (exact details) | | | |
| Was the task that led to the invention assigned? | | | |
| Is the invention in your own field of work? | | | |
| Is the invention based mainly on your experience or work at the University? | | | |
| Share in the invention as a % | | | |

We have irrevocably agreed on the above shares in the invention:

| | | |
|--------------------------|--------------------------|--------------------------|
| City, Date | City, Date | City, Date |
| Signature (1st inventor) | Signature (2nd inventor) | Signature (3rd inventor) |

Personal details

| | I am disclosing the invention named | | |
|-----------------------------------|-------------------------------------|---|---|
| PERSON | 4 | 5 | 6 |
| Last Name | | | |
| First Name | | | |
| Title / academic degree | | | |
| Nationality | | | |
| Address <i>private</i> | | | |
| Phone <i>private</i> | | | |
| Faculty / Institution | | | |
| Cost center | | | |
| Address <i>business</i> | | | |
| Phone <i>business</i> | | | |
| Fax <i>business</i> | | | |
| Cell phone number | | | |
| Email address | | | |
| Occupation | | | |
| Status * ¹ | | | |
| Type of employment * ² | | | |
| Duration of employment | | | |

*¹ e. g. professor, academic assistant, research/teaching assistant, employee, technician, doctoral candidate, Diplom student, scholarship holder, etc.

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We have irrevocably agreed on the above shares in the invention:

| | | |
|--------------------------|--------------------------|--------------------------|
| City, Date | City, Date | City, Date |
| Signature (4th inventor) | Signature (5th inventor) | Signature (6th inventor) |

If there are external inventors, please include the contact data of the IP officer:

| | | |
|-----------------------|--|--|
| Name | | |
| Address | | |
| Phone <i>business</i> | | |
| Fax <i>business</i> | | |
| Email address | | |

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4. Project funding

Was/is the project during which the invention was made funded by external funding from a public organization (DFG; BMBF; a foundation, etc.) or was/is it financed as part of an R&D agreement?

Yes No

If **yes**, please indicate the type of funding, short title, and project number. Please include a copy of the contract/ grant notice.

| Funding organization | Short title of project | Internal TU project number |
|----------------------|------------------------|----------------------------|
| | | |
| | | |
| | | |

5. Valorization of the invention

- The invention exists as an Idea Experiment Model Prototype
- Which valorization options do you plan for the invention?
(fields of application, sectors, companies)

- Have any parties already expressed an interest in the invention?
Yes No
- Are you interested in utilizing the invention for your own spin-off company?
Yes No
- If you are **not** interested in using the invention for your own spin-off, would you be willing to actively support the marketing of the invention (e.g. by actively promoting the invention at specialist conferences, by publishing information, or by directly acquiring a company)?
Yes No

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6. Disclosure

➤ Has the entire invention or have parts of the invention been disclosed (posters, lecture, etc.)? If yes, when?

➤ Are there plans to disclose the invention? If yes, please indicate when and how.

➤ Has a patent application already been filed for the invention (patent, utility model, trademark, design)? If possible, please provide the registration number.

NOTE: The essence of the invention, in other words the innovative content, may not be disclosed anywhere in the world prior to a patent application being made to the patent office (this restriction also applies to the inventor).

7. Declaration

To the best of my/our knowledge, no other inventors are involved in the invention. The description of the invention is full and complete. I/we understand that any disclosure of the invention or any information conveyed concerning the invention to anybody other than those bound to secrecy may only occur after a patent application has been submitted; failing to observe this point could prevent the issuing of an IP right. I/we are unaware of any previous utilization and/or disclosure of the invention.

8. Data Privacy Statement

- I/ we **agree** to the dissemination of our personal data to all persons involved in the registration of our patent for the purposes of acquiring, maintaining, protecting and operating IP rights. I am aware that this group of people is bound to secrecy.

- Furthermore, I consent to the use of personal data for revenue distribution.

| | | |
|--------------------------|--------------------------|--------------------------|
| City, Date | City, Date | City, Date |
| Signature (1st inventor) | Signature (2nd inventor) | Signature (3rd inventor) |
| City, Date | City, Date | City, Date |
| Signature (4th inventor) | Signature (5th inventor) | Signature (6th inventor) |

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9. Description of invention

Please include as an annex a description of your invention including any explanatory drawings or diagrams and significant literature (e.g. publications, brochures, selected data material) and details regarding the current state of technology. A recommendation for how to structure your description is attached.

10. Annex

| | |
|---|-------------------------|
| Pages of description, incl. with further inventor details | pages of drawings Annex |
| Own work/publications in the field of the invention | |
| Sources about the state of technology (brochures, publications, etc.) | |
| Other: | |

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Attachment: Information to include in an invention disclosure

Recommendation for structuring the invention description:

- Current state of technology
 - ✓ Previous state of technology
 - ✓ What problem led to the invention?
 - ✓ Previous experiences or developments of the University or institute
 - ✓ ...

- Description of invention
 - ✓ Technical or scientific basic principles
 - ✓ Functionality and structure
 - ✓ Advantages and improvements to the current state of technology
 - ✓ Descriptive key figures
 - ✓ Realization through tests or prototypes
 - ✓ ...

- Experiments
 - ✓ Previous experiments and results
 - ✓ Scheduled experiments and further steps

- Patent
 - ✓ Has research been conducted to check the originality of the invention?
 - ✓ Have either you, your research group, or colleagues, etc. previously taken out a patent in the same area?
 - ✓ Are you already in contact with a patent attorney or do you prefer a certain patent attorney?
If yes, please name the patent attorney here.
 - ✓ Is there interest in self-utilization, e.g. through a spin-off or further development?
 - ✓ ...

- Applications
 - ✓ Which applications are conceivable?
 - ✓ Which companies or sectors could be interested in the invention?
 - ✓ Which products are feasible?
 - ✓ ...

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