

### **Invention disclosure form**

Please send the completed form by ordinary mail to the competent Technology Transfer Department at the university / university of applied sciences.

To:

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#### **To be filled in by the university:**

Received on	
Notification of incompleteness	
Complete set of documents received on	

#### **To be filled in by TLB:**

TLB file number	
TLB Innovation Manager	

**Please make sure that the information included in the invention disclosure is as complete as possible. For questions that cannot be answered at the time of filling in the form, please enter "No information available". Add extra pages if space is limited.**

**1. Name of the invention:**

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**2. The following inventors are involved in the invention:**

The inventors shall be those persons who were involved in the development of the invention in a technical, factual, inventive and noteworthy way. All employees of the university are required to enter their home address so that they can be informed about the progress of the procedure. Therefore, please notify us as soon as possible about any changes. All personal data will be treated confidentially and will only be made available to authorized persons within the evaluation process.

<b>Inventor 1 (Contact person)</b>		
<b>Title, Name</b>	<b>Profession, Position</b>	
<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>	
<b>Contact details at the institute (address, phone, fax, e-mail)</b>		
<input style="width: 95%; height: 80px;" type="text"/>		
<b>Private contact details (address, phone, e-mail)</b>		
<input style="width: 95%; height: 80px;" type="text"/>		
<b>Citizenship</b>	<b>Contribution to invention</b>	<b>Employee at the time of invention?</b>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/> %	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please note: All listed inventors as well as the head of the institute must sign the invention disclosure on page 9 or 10.**

Additional inventors can be registered on the following page and additionally on page 11 onwards.

**Additional inventor**

<b>Inventor 2</b>		
<b>Title, Name</b>	<b>Profession, Position</b>	
<b>Contact details at the institute (address, phone, fax, e-mail)</b>		
<b>Private contact details (address, phone, e-mail)</b>		
<b>Citizenship</b>	<b>Contribution to invention</b>	<b>Employee at the time of invention?</b>
	<input style="width: 30px; height: 15px;" type="text"/> %	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Inventor 3</b>		
<b>Title, name</b>	<b>Profession, Position</b>	
<b>Contact details at the institute (address, phone, fax, e-mail)</b>		
<b>Private contact details (address, phone, e-mail)</b>		
<b>Citizenship</b>	<b>Contribution to invention</b>	<b>Employee at the time of invention?</b>
	<input style="width: 30px; height: 15px;" type="text"/> %	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please briefly answer the questions below. Please also attach a more detailed description of your invention (possibly with drawings as well as information on literature and patents) separately.**

**3. Description of the invention:**

3.1 What kind of technical problem is to be solved by your invention?

3.2 What is the purpose of your invention? What is the primary goal of the invention (e.g. protection of basic know-how, new product, new process)

3.3 How is this task solved by your invention?

3.4 How has the problem been solved so far? What is the state of the art?

3.5 What are the disadvantages of the known solutions?

3.6 What is so new about your invention?

What are the unique selling points of your invention?

3.7 What are the main or additional advantages of your invention compared to the present state of the art?

3.8 Please enter relevant keywords to describe your invention (relevant for research)

**4. Development of the invention:**

4.1 When was the invention made?

4.2 Does the invention belong to the field of expertise of the inventor? Is it largely based on the experience and expertise of the institute?

4.3 Was the invention the result of a final thesis (student research project, bachelor's or master's thesis, dissertation), a research project or a research report (see also statement by the head of the institute)?

4.4 Which (own and third-party) publications relating to the field of invention already exist? (Please attach relevant copies)

4.5 Are publications, lectures or other publications planned in the near future? If so, when, where and about what?

4.6 Has your invention already been communicated and thus become publicly known (e.g. through written/oral, internal seminars, external lectures, posters, trade fairs, Internet)? If so, when and where?

4.7 Which other working groups deal with the same or similar issues? (e.g. research, university, university of applied science, industry)

**5. Legal background:**

5.1 Can all inventors still easily be contacted (e.g. employment/stay at the institute, planned job changes)?

5.2 Are you aware of any infringements of rights or property rights of third parties?

5.3 Have you already contacted a patent attorney? Has a patent application already been filed?

5.4 Do any contractual obligations already exist (see also statement of the head of the institute)?

**6. Development status:**

6.1 What is the current development or implementation status of the invention? (Idea, proof of function, demonstration copy, prototype, test stage, marketability)

6.2 What is the estimated development effort involved in your invention until a first demonstration object, prototype or market-ready product is available? Which development steps are already planned?

6.3 Why should a potential licensee use your invention as solution?

**7. Exploitation:**

7.1 How should your invention be marketed? What are your expectations? (e.g. licensing, patent sale)

7.2 Is a spin-off planned? (start-up, spin-off, own production, participation)

7.3 What information do you have about the market? (e.g. industries, areas of application, market potential, expected market volume, breakdown of markets by region/country, competitors)

7.4 What are the licensee's financial benefits when using your invention? (e.g. development of new markets, cost optimization, added value, price reduction).

7.5 What is the expected sales volume? Please specify market segment(s) and region(s).

7.6 What will be the estimated manufacturing costs? Please also provide an estimate for the final price.

7.7 Can a product/process according to your invention be easily integrated into existing industrial processes?

7.8 Can the current manufacturing processes remain the same or do they have to be significantly adapted or modified? What would be the estimated effort? (In terms of time, financing)

7.9 Have you already established business relationships with industry partners? (e.g. what companies would be of interest?)

7.10 What offer can currently be made to a potential licensee? (e.g. consulting, measurement data, prototype, cooperation etc.)



**8. Confirmation about the correctness of the information provided**

I (We) confirm that I (We) have answered the above questions completely and truthfully, that I (We) have made the invention described in this disclosure form and that, to the best of my (our) knowledge, no other person (apart from those mentioned under item 2 and optionally under item 11) is involved in this invention as an inventor.

-----  
**Date, Place**

-----  
**Signature, Inventor 1**

-----  
**Date, Place**

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**Signature, Inventor 2**

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**Date, Place**

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**Signature, Inventor 3**

**9. Privacy Statement**

In compliance with the provisions of the German Employee Invention Act (ArbNErfG), this form is also used to collect personal data within the meaning of the General Data Protection Regulation (GDPR). I (We) agree that the personal data collected may be processed by the university/university of applied sciences and transmitted to Technologie-Lizenz-Büro (TLB) of the Baden-Württembergische Hochschulen GmbH for the purpose of assessing the invention and for processing it for the specified purposes. If the university/university of applied sciences makes use of the invention, TLB will forward the data to the necessary extent to the law firms commissioned by the university/university of applied sciences or to the relevant patent offices. In the case of exploitation or marketing activities, data - strictly limited to the necessary and usual amount - will be forwarded (e.g. names and titles).

I have read the privacy statement and agree to it:

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**Date, Place**

-----  
**Signature, Inventor 1**

-----  
**Date, Place**

-----  
**Signature, Inventor 2**

-----  
**Date, Place**

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**Signature, Inventor 3**

**10. Statement provided by the Head of the Institute**

To be able to assess the legal and contractual framework of the present invention, we kindly ask you to answer the questions below:

1. Is the invention part of a third-party funded project (e.g. DFG, BMBF, EU, cooperation with industry partners, research contracts)? If so, please indicate the exact name of the underlying contracts and attach copies!

2. What other (special) funds were used for the development of the invention?

3. The information included in the invention disclosure was verified and appeared to be accurate and correct.

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**Date, Place**

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**Signature, Head of the Institute**

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**The Institute's stamp**

**11. Annex: for >3 inventors** (Please make sure to duplicate p. 11&12, please do not forget to sign the form)

<b>Inventor</b>		
<b>Title, Name</b>	<b>Profession, Position</b>	
<b>Contact details at the Institute (address, phone, fax, e-mail)</b>		
<b>Private contact details (address, phone, e-mail)</b>		
<b>Citizenship</b>	<b>Contribution to invention</b>	<b>Employee at the time of invention?</b>
	<input style="width: 30px; height: 20px;" type="text"/> %	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Inventor</b>		
<b>Title, Name</b>	<b>Profession, Position</b>	
<b>Contact details at the Institute (address, phone, fax, e-mail)</b>		
<b>Private contact details (address, phone, e-mail)</b>		
<b>Citizenship</b>	<b>Contribution to invention</b>	<b>Employee at the time of invention?</b>
	<input style="width: 30px; height: 20px;" type="text"/> %	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Signature, Inventor**

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**Signature, Inventor**

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**Signature, Inventor**

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**Date, Place**

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**Signature, Inventor**