

# Invention Disclosure Form for Employee's Inventions at SDU and Region of Southern Denmark

<b>Title of the invention</b>
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Inventors should use this Invention Disclosure form to summarize the key data of their invention at SDU and Region of Southern Denmark (RSD) for the attention of SDU RIO. This information will be treated confidentially and will be used to clarify a possible patent application and subsequent exploitation of the patent. The dated and signed document shall also act as early written proof of the invention. It may prove useful at a later stage to defend the rights of the inventor(s) and SDU or RSD vis-à-vis third parties in certain cases.

If any of the inventors wish to waive the rights to remuneration, this should be explicitly stated on this form when initially submitting the invention disclosure.

From date of reception of your invention disclosure SDU RIO has 2 months to assess your invention with regard to patentability and commercial potential. You will within a couple of days after reception be contacted by one of our employees to schedule a meeting with the purpose of a thorough walkthrough of your invention and the conditions surrounding it.

Please complete the form as fully as possible and e-mail it to the official Record at SDU:

[inventions@sdu.dk](mailto:inventions@sdu.dk)

Please copy this page. It should be completed in fully by each person involved in the invention.

**Inventors:**

Personal details	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Surname	
Forename	
Title	
Nationality	
Affiliation (responsible professor/institute/department)	
Telephone	
Fax	
E-mail	
<b>Private address:</b>	
Street and Number	
Post code and City	

The invention was devised within the scope of:

- PhD thesis
- Bachelor/Master
- Academic research
- Other:

The invention was devised within the scope of the employment agreement with SDU or RSD and is consequently the property of SDU or RSD  Yes  No

I am currently employed both at the SDU and the RSD or otherwise engaged in a double employment  Yes  No

If yes, please shortly describe double employment:

My contribution to the invention is as follows:

- I am the sole inventor of present invention
- All inventors have contributed equally
- xx% (must add to 100% for all inventors together)

I am the contacting person for any questions of SDU RIO (only crossed by one inventor)

**Place:**

**Date:**

**Signature:**

**Details of the invention**

**1) Title of the invention**

**2) Brief description of your invention in non-academic language (4-5 lines of text)**

**3) Description of and references to comparable prior art**

**4) What are the new technical means of the invention, compared to prior art?**

**5) What advantages and disadvantages does the invention have over the state of the art?**

**6) Which specific companies may be interested in exploiting the invention?**

**7) Financial Support**

**The project was financially supported by:**

- A private company
- Governmental research support such as HTF or other
- Danish Federal Agencies
- Foundation or donation
- others (please describe)

**8) Has any advance agreements on acquisition of rights to the invention been made with a company or other external party?**

**9) Your publications and disclosures regarding the invention:**

**Invention has been disclosed**

No     Yes

Date submitted:

Date placed online:

Date published in print:

Date oral disclosure:

**Planned**

No     yes

Planned date of submission:

Planned date of online placement:

Planned date of publication print:

Date oral disclosure:

**Remarks:**

Please Note!

For the help of the patent attorney, please enclose abstracts, papers, presentations or other descriptions of the technology, as this will help conduct a patentability assessment as thorough as possible.

## Completing the form “Invention Disclosure for employee’s inventions at SDU and RSD”:

This **Invention Disclosure** form specifically asks for necessary details of inventions. Please answer all the questions as far as possible. Your answers will help SDU RIO in its initial assessment of the invention. However, the form cannot replace the subsequent individual discussion. The patent committees at SDU and RSD have according to “Act on inventions at public research institutions” (declaration no. 210 of 2009) two months to decide, on the basis of recommendation from SDU RIO, whether or not SDU or RSD will take over the rights to the invention. This deadline runs from the date SDU RIO receives a properly completed and signed invention disclosure.

### Inventor(s)

Inventors are those persons who have made a **significant, inventive and independent contribution** to the invention (on the basis of “intellectual contribution”)! This definition goes somewhat beyond that of co-authorship of a scientific publication. The personal data are required for naming the inventor in the event of a patent application. If several persons are involved in the invention, it is sufficient for a joint invention disclosure to be made. However, page 2 of the invention disclosure should be completed separately and signed by each inventor, who shall also state his/her, contribution to the invention and whether he/she is employed by SDU or RSD and he/she shall confirm to have read the complete invention disclosure and agrees to it.

### Title and details of the invention (Question 1-5)

Provide a descriptive title for the invention which later on may be used in a commercial manner. The description should highlight the **essentially new feature(s)** of the invention. You should specify precisely why this invention solves a technical problem and what advantages the invention offers over previous developments. In this point therefore, the description in the invention disclosure and a possible patent application differs from a scientific publication.

### Which specific companies may be interested in your invention? (Question 6)

Because patent applications involve financial outlays, the question of the technical feasibility and market chances of an invention should be asked at an early stage. Inventors can and should look for potential users of their invention during every phase of the technical development and the patent-law procedures as long as this process does not jeopardize either the contents or the essential features of the invention. You may also specify whether you plan to set up a company in order to market the property rights yourself.

### Advance agreements and financial support (Question 7 and 8)

The questions on advance agreements with third parties and whether you have received external funding is designed to clarify any obligations of SDU and RSD vis-à-vis third-party sponsors or stakeholders. Contracts with an industrial partner may regulate the procedure to be adopted in connection with the creation of intellectual property. Or you may have used material from third parties that is not publicly accessible. In such a case, these third parties may claim rights to your invention.

### Publications and disclosures (Question 9)

To assess the patentability of an invention, it is important to know whether parts of it have already reached the public in either written or verbal form. Unfortunately, information deficits and misunderstandings in this regard are particularly frequent in the university sector. **Every written or verbal declaration** made outside the laboratory (i.e. in a circle that goes beyond an internal group seminar) and without an obligation to confidentiality is regarded as a publication. If a publication is planned, you must specify the realistic time of publication, as a patent application should always precede a publication. A provisional patent application may also be submitted in order to avoid prior publications that may jeopardize the novelty of an invention (e.g. shortly before congresses etc.).