INSTRUCTIONS:

To report your invention for patenting, find your company’s standard Invention Reporting Form (IRF). Use this IRF only if your company or patent attorney does not have one. Your patent attorney may adapt this form to your circumstances. (A version of this form is also in an Appendix of the [Patent Ready® book](http://www.patent-ready.com/) .) DO NOT USE this form for filing a provisional; rather start from <http://www.patent-introductions.com/provisional.html>, and ask your patent attorney for more information.

**INVENTION REPORTING FORM (IRF) (STARTING)**

**A. TITLE OF THIS INVENTION:**

…

**B. INVENTOR(S):**

(copy the following block once for each inventor)

|  |
| --- |
| Inventor Data:  Full legal name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address (accessible from outside our company:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ [company name].com  Residence: (city, state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Country of citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Inventor’s Supervisor:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**C. ANY RELATIONSHIP OF THIS WITH OTHER IRFS:**

(Check one:) This is:

[ ] a wholly new IRF

[ ] an updated IRF from a prior IRF (with Docket No. # \_\_\_)

[ ] a new IRF, having common elements with another IRF (with Docket No. # \_\_\_\_\_\_\_\_)

This disclosure is specific to a project of our company:

(Check one:) [ ] No [ ] Yes: (project name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. FIRST RECORD OF THIS INVENTION (“CONCEPTION”):**

The first notes about this invention were made on (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in:

(Check one, and preserve all the relevant records)

[ ] this form

[ ] Engineering Notebook # \_\_\_\_\_\_\_\_\_\_\_\_\_, page # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. FIRST PRACTICE OF THIS INVENTION, INTERNAL TO COMPANY:**

The first time anyone in our company internally made a device that embodies the invention OR practiced a method that embodies the invention:

(Check as appropriate, and preserve all the relevant records)

[ ] has not happened yet

[ ] happened on (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

[ ] as an experiment

[ ] for project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. FIRST PUBLIC DISCLOSURE AND/OR SALE OF THIS INVENTION:**

1. Has the invention been disclosed outside our company in a printed publication?

[ ] No [ ] Yes: (publication and date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Has the invention been disclosed outside our company in another way (e.g., presentation, conference, demonstration, standards committee, market research, conversation, product announcement), *without a Non-Disclosure Agreement*?

[ ] No

[ ] Yes: To whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When:

How (e.g. joint development, collaboration):

Was Non-Disclosure Agreement (NDA) signed?

[ ] Yes, date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] No

3. If #1 and #2 are No, is our company planning a public disclosure?

[ ] No [ ] Yes: (to whom and when) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before disclosing publicly, please ask for clearance by the Patent Department after this form has been filled in completely and submitted; and ask whether a provisional patent application can be filed quickly.

4. Has or will a product (that incorporates the invention) be sold, or offered for sale by our company or others?

[ ] No

[ ] Yes: Product Name:

Date of first sale:

**G. DESCRIPTION OF THE INVENTION, ITS EMBODIMENTS, ETC:**

Briefly, the invention is (up to a few sentences):

…

The invention in detail: (Write here: describe, provide examples, etc. Include drawings, e.g. make a neat drawing by hand, take a picture of it with a smartphone, and embed it in this document. Label the drawings FIG. P1, FIG. P2, FIG. P3, etc. Also describe in the text what each labeled drawing shows.)

…

Problem(s) addressed by the invention, its possible embodiments, etc.:

…

Advantages (and additional benefits) due to the invention, its possible embodiments, etc.:

…

Which of the following could be embodiments of your invention?

New devices or systems that …

New methods for: …

New software for: … in conjunction with devices that …

New materials, namely: …

(Other type?)

**H. CLAIMS OF THE INVENTION:**

“Claims”: what aspects are new about the invention? (One sentence about each new aspect.)

1. …

2. …

**I. PRIOR ART/REFERENCES:**

Did you search the prior art to see if anyone else has thought of this before? (You are not required to.)

[ ] No

[ ] Yes Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you searched online, what keywords did you use?

The items you know of, or found by searching: (patent documents, articles, papers, etc.)

Item 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

But this invention is different because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(repeat for additional items)

Item 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

But this invention is different because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_