Personal/Confidential
An die Rektorin der
Universität Münster

Frau Dr. Katharina Steinberg
Dezernat 6
Schlossplatz 2
48149 Münster

To be filled out by the University

File no. Uni Münster/Clinic Invent: _____

Submitted in full on: _____

Notification of missing documents on: _____

Clearance deadline: _____

Invention Disclosure (incl. additional results)

Please send in a sealed envelope. Cleary state on the front of the envelope that it may only be opened by the recipient. Do not upload to a Cloud or send via email.

Contents:

Part A: General Information about the Invention
Part B: Information about the Inventor(s)
Part C: Description of the Invention
Part D: Description of the Market
Part E: Additional Results
Part F: Declaration of Consent by the Inventor
Part G: Confirmation by the Head of the Institute / Clinic
Part H: Processing Request through PROvendis / Clinic Invent

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Invention disclosure "Quick Check"

Click here to find out whether you are using the latest version of the invention disclosure form!

We have created this "Quick Check" to help you avoid unnecessary work. Please complete the "Quick Check" below before filling out the invention disclosure form. If you have ticked any of the underlined answers below, contact the following staff for further consultation:

Katarina Kühn (tel: +49 251 83-32223, katarina.kuehn@uni-muenster.de)
Janita Tönnissen (tel: +49 251 83-32942, janita.toennissen@uni-muenster.de)
or
Clinic Invent (tel: +49 251 83-58904, clinic-invent@uni-muenster.de) for the Faculty of Medicine

If all the answers you ticked were not underlined, you may continue with the invention disclosure.

Where have you already published (or publicised) information on the topic of the invention?

☐ print media (articles, papers, abstracts...)
☐ dissertation
☐ bachelor's/master's thesis
☐ homepage, Internet, news groups
☐ presentation, lecture
☐ conference, fair
☐ other publication (e.g. poster)
☐ none of the above

What type of (employment) relationship with the University of Münster did you have at the time of the invention?

☐ professor / lecturer
☐ student assistant
☐ grant / scholarship recipient
☐ student
☐ other type of employee / civil servant
☐ research associate
☐ research assistant
☐ doctoral candidate
☐ assistant
☐ other
☐ not a member of the University

Was the invention the result of tasks you carried out on behalf of the University of Münster or based on your experiences or work at the University of Münster?

☐ yes ☐ no

Please read the instructions at the bottom of the form to see how to complete each field. If you have any questions, please feel free to contact Katarina Kühn and Janita Tönnissen or Clinic Invent.

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PART A: General Information about the Invention

[A1] Brief description of invention (acronym):[1]

[A2] Name of invention:

[A3] When was the invention made?[2] _____

[A4] Has the invention already been filed for a patent or utility model?[3] ☐ yes ☐ no

If yes, please specify the reference number: _____

[A5] Are you the sole inventor? ☐ yes ☐ no

How many people were involved in creating the invention?[4] _____

In the case of multiple co-inventors, please complete sections B1 to B8.

[A6] Are you planning to publish your invention? ☐ yes ☐ no

If so, when? _____

If so, where? _____

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PART B: Information about the Inventor(s)[5]

If multiple co-inventors were involved, please copy and complete Part B for each person who participated in the creation of the invention.

[B1] Name and address	
Last name	
First name	
Nationality	
Occupation	
Function/official title	
Dept./institute/firm	
Business address	
Phone	
Email	
Private address	
Phone (private)	
Email (private)	

[B2] My contribution represents _____ % of the invention.

[B3] The invention is related to my field of work. ☐ yes ☐ no

[B4] The invention was created in connection to my employment contract. ☐ yes ☐ no

[B5] The invention is largely based on my knowledge and experiences of the University. ☐ yes ☐ no

[B6] The invention was created after being instructed to do so. ☐ yes ☐ no

If yes, who directed you to do so? _____

[B7] The invention was created in connection to my dissertation / master's or bachelor's thesis / student research project or other final thesis: ☐ yes ☐ no

[B8] Was external (third-party) funding used for the invention?

[B8-1] ☐ The invention was created in connection to a publicly funded project.

☐ DFG ☐ BMFTR ☐ EU ☐ other: _____

Project name: _____

WBS/PSP element/BD no.: _____

☐ My position is financed through this project.

[B8-2] ☐ The invention was created in connection with another collaboration with a partner, for example, as part of a commission.

Title of the joint project: _____

WBS element/AF no.: _____

Partner: _____

☐ My position is funded through this project.

[B8-3] ☐ no

Other inventors | No other inventors

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[B8-3] ☐ no

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WBS element/AF no.: _____

Partner: _____

☐ My position is funded through this project.

[B8-3] ☐ no

Other inventors | No other inventors

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First name	
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Email	
Private address	
Phone (private)	
Email (private)	

[B2] My contribution represents _____ % of the invention.

[B3] The invention is related to my field of work. ☐ yes ☐ no

[B4] The invention was created in connection to my employment contract. ☐ yes ☐ no

[B5] The invention is largely based on my knowledge and experiences of the University. ☐ yes ☐ no

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☐ DFG ☐ BMFTR ☐ EU ☐ other: _____

Project name: _____

WBS/PSP element/BD no.: _____

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Title of the joint project: _____

WBS element/AF no.: _____

Partner: _____

☐ My position is funded through this project.

[B8-3] ☐ no

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PART C: Description of the Invention[6]

Recommended structure:

- What technical problem does the invention solve?
- What is your view of the state of the art?
- What drawbacks do you see in the state of the art?
- What is the purpose of the invention?
- What makes the invention novel?
- What advantages does the invention offer?

[C1] Describe the invention:
If there is not enough space in the text field, please attach the full description as an attachment.

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[C2] The following documents are attached to this invention disclosure form:(*,7)

_____ _____

_____ _____

_____ _____

[C3] Characterise the invention with keywords:(*,8)

German

_____

_____ _____

_____ _____

English

_____

_____ _____

_____ _____

[C4] List some relevant publications about the topic which you are familiar with:(*,9)

* Fields marked with an asterisk are optional. Completing all fields facilitates a quick and realistic assessment of your invention. The invention disclosure is still regarded as properly completed even without providing details on these points.

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PART D: Description of the Market(*,10)

[D1] The invention exists as a(n):

☐ idea ☐ trial ☐ model ☐ prototype

* Fields marked with an asterisk are optional. Completing all fields facilitates a quick and realistic assessment of your invention. The invention disclosure is still regarded as properly completed even without providing details on these points.

[D2] Do you wish to utilise the invention as the basis for starting your own business?

☐ yes ☐ no

If yes, please specify the name(s) and email addresses of the (potential) start-up founders:

_____

_____

_____

_____

The University of Münster offers free, non-binding consultation on financing and funding opportunities for start-ups and prospective entrepreneurs through the REACH - EUREGIO Start-up Center. Are you interested in obtaining free consultation?
Geiststr. 24-26, 48151 Münster, jasper.wattjes@wiwi.uni-muenster.de ☐ yes ☐ no

[D3] Are you planning an externally funded project based on this invention? ☐ yes ☐ no

The University of Münster offers free, non-binding consultation on validation financing for your invention (proof of concept). If you are interested in receiving funding advice, please contact Dept. 6.5 Knowledge and Technology Transfer.
Email address: ip.wit@uni-muenster.de ☐ yes ☐ no

[D4] For what applications is the invention intended or suitable?

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[D5] Which companies might want to become licensees or users of the invention?

[D6] With which companies have you already been in concrete contact with?

[D7] What groups of people or customers could benefit from the invention?

[D8] How do you rate the commercial prospects of the invention?

☐ very high ☐ high ☐ average ☐ minimal ☐ not yet foreseeable

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PART E: Additional Results

[E1] Were any other results obtained in connection to the invention? If not, proceed to Part F.

- ☐ software, source code, executable program, module etc.
- ☐ manual or design of a display interface
- ☐ database, data collection or data
- ☐ style, design, pattern, model or draft
- ☐ drawing, graphic, icon or photo
- ☐ overview, table, instruction manual or guidelines
- ☐ brochure or text
- ☐ film
- ☐ biological material (mouse model, cell line, antibody etc.)
- ☐ logo or trademark
- ☐ knowledge, experience, know-how or company secrets
- ☐ other: _____

[E2] Briefly describe the result(s) or attach an appendix with a description/report.

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[E3] Who produced the results listed under E1? Please list each person individually.

[E4] Are the aforementioned results (E1) necessary and meaningful for the use of the invention? Or are these they independent of the invention? Please provide an explanation for each result.

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PART F: Declaration of Consent by the Inventor(s)

I/We hereby consent to the disclosure of my/our personal data (e.g. private address, nationality) to the relevant patent offices and/or third parties involved in the patent application (e.g. patent attorneys, corporate IP departments which hold the rights) for the purpose of applying for a patent for the invention.

I/We understand that the personal data provided in this invention disclosure must be processed for the purpose of applying for a patent for the invention. In particular, it is necessary to forward my/our personal data (such as private address, nationality) to the relevant patent offices and/or to third parties involved in the patent application (e.g. patent attorneys, corporate IP departments which hold the rights). The legal basis for data processing is Art. 6 (1) sentence (1, e) GDPR. Further information in accordance with Art. 13 GDPR can be found in the University of Münster's data protection policy posted on the University's website.

I/We confirm that the information provided above is complete and true to the best of my/our knowledge, and that I/we have produced the results described in this disclosure form, and that no persons other than those named were involved in these results.

1. _____

_____
(date) (signature)

2. _____

_____
(date) (signature)

3. _____

_____
(date) (signature)

4. _____

_____
(date) (signature)

5. _____

_____
(date) (signature)

6. _____

_____
(date) (signature)

Checklist

Please ensure that you have completed the following steps before sending your invention disclosure to the University.

- ☐ I/We have signed the invention disclosure form.
- ☐ Details concerning each inventor (Part B) are complete and included for **all** co-inventors in this invention disclosure.
- ☐ Confirmation from the head of the institute/clinic (Part G) is enclosed.
- ☐ The entire invention disclosure form (Parts A - H) is printed out and enclosed.
- ☐ The invention disclosure is to be sent in a sealed envelope and addressed to the Rector of the University (for address, see p. 1).

In case of multiple inventors, please **contact for technical questions:** _____

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PART G: Confirmation by the Head of the Institute/Clinic

[G1] The inventor(s) was/were employees of the University of Münster at the time the invention was created:			
	First name	Last name	
1.			☐ yes ☐ no
2.			☐ yes ☐ no
3.			☐ yes ☐ no
4.			☐ yes ☐ no
5.			☐ yes ☐ no
6.			☐ yes ☐ no

[G2] Are there any third-party claims regarding the invention to consider? ☐ yes ☐ no

The following third-party claims related to the invention exist or require consideration:

The following contracts/agreement with regard to the invention are relevant and enclosed as copies:

_____, _____
(city) (date)

_____
Signature of the head of the institute, Dean's office or clinic

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PART H: Processing Request through PROvendis / Clinic Invent

The University of Münster hereby commissions
☐ PROvendis
☐ Clinic Invent
to evaluate the invention described herein with consideration of the additional results, insofar these are necessary and meaningful for the use of the invention, and if positively assessed, to commercialise these accordingly.

Comments:

_____, _____
(city) (date)

_____
Signature
On behalf of
- the Rector -
The Head of Administration

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Instructions for Completing the Invention Disclosure Form

1 Name your invention. Try to find a short name that conveys the “essence” of your invention. The name will be used for the report.

2 In this field, indicate the point or period of time when the fundamental idea for your invention materialised. This can be the moment when the flash of inspiration hit you, or a period of time from the idea of the invention to its technical implementation. This information is especially important for assessing your rights and obligations.

3 If you have already registered your invention for a patent/utility model, or even if you only sought “provisional” patent registration, you are nonetheless obliged to disclose your invention due to your employment status at the University.

4 Specify the number of all persons involved in creating the invention. If there are several co-inventors, be sure to also complete sections B1 to B8.

5 In this field, list the names of the co-inventor(s). These are persons who were involved in developing the invention – technically, materially, creatively and to a substantial degree.

All employees of the University are required to disclose their personal contact details, as the names of the inventors and their private addresses must be provided when applying for a patent. Your contact details allow us to keep you informed about the progress of the procedure and to contact you at a later date if there are any questions regarding inventor compensation or reassignment of ownership. Please be sure to notify us of any changes to your contact details as soon as possible.
In the case of co-inventors, you must provide all data for each employee of the University. If ‘external’, i.e. non-University, inventors are involved, providing their personal contact data is desirable, but not mandatory. To facilitate further processing, we require the address of the legal owner of the ‘external invention shares’, also for ‘independent inventors’. Please coordinate these matters with your co-inventors.

This data can also be provided at a later date!

Of course, all personal data is handled with the utmost confidentiality and only made accessible to authorised persons involved in the evaluation process.
In the case of groups of inventors or multiple inventors from the University, you may specify who should be contacted to answer technical questions.

6 This section represents the crux of your invention disclosure: What have you invented? By answering the following questions, you enable external parties to understand the purpose and advantage of your idea. If you have already written texts or created drawings and pictures, you can add these to your invention disclosure. Please answer every question regardless of whether you decide to attach files or not.

How was the relevant problem handled before your invention was created? What alternative methods were already known? Are there perhaps other processes that achieve equally good results or come close to your invention?

An invention cannot be patented if the product/process is already known. Therefore, determine as early as possible whether solutions to the problem at hand already exist. Even if you find that a solution to your problem already exists, your work was not in vain. This step can save you from unnecessary development work.

What problem(s) cannot be solved using current ‘state-of-the-art’ approaches? Where exactly are there limitations and restrictions? Describe the weaknesses and disadvantages of the solutions available to researchers today.

After outlining the problems inherent in the existing techniques, describe how your invention solves these issues. Describe not only what your invention can do, but also how it does it.

Explain precisely what the novel aspect of your invention is.

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This question is perhaps the most important, as no patent is granted without some degree of novelty. And bear in mind that sooner or later, someone somewhere will investigate whether your invention infringes on the claims of existing patents.

Do the advantages of your invention lie, for example, in cost savings or increased efficiency? What users will benefit from the advantages? Would you actually buy your own invention or products developed from it in the future?

[7] If available, attach documents such as drawings, publications, explanatory texts etc. to the invention disclosure form which could be helpful to others in understanding your invention.

[8] Keywords that describe your invention can be very helpful for a patent search. Try to describe the core idea of your invention and any possible fields of application as precisely as possible using appropriate keywords.

[9] If available, provide any relevant publications that you know of in digital form (Sciebo folder, USB stick etc.).

[10] The better the invention, the easier it is to commercialise it. Where can your invention be optimally utilised, and where would it generate its maximum benefit? Perhaps you already know of companies that could potentially utilise your invention. Companies whose products are threatened by the commercialisation of your invention are also eligible for a licence, because no good businessperson leaves promising developments to the competition. Information about end users can be helpful for drawing conclusions, e.g. about the size of the market, for future commercialisation.

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