

# Quick Check

We have developed this Quick Check to reduce the time and effort required on your part. Please work through it before filling in the invention disclosure form. If you have ticked one or more underlined answers in the Quick Check form, please contact

Dr. Katharina Krüger (phone:83-32941;Krueger.AFO@uni-muenster.de)

or

**for the Faculty of Medicine:** Clinic Invent (phone: 0251 - 8358904).

If you have ticked only non-underlined answers, you can continue by filling in the invention disclosure form.

**Please indicate in which way you have publicized your invention so far:**

|  |                                       |
|--|---------------------------------------|
| <u>print media (articles, papers, abstracts ...)</u> | <u>talk, lecture</u>                  |
| <u>dissertation</u>                                  | <u>conference, fair</u>               |
| <u>bachelor's or master's thesis</u>                 | <u>homepage, internet, newsgroups</u> |
| <u>other (e.g. poster)</u>                           | not at all                            |

**Please specify the position you held at the University of Münster (WWU) at the time of your invention:**

|                                      |  |
|--------------------------------------|--|
| professor / lecturer                 | "Wissenschaftliche(r) Mitarbeiter(in)" |
| student assistant                    | research assistant                     |
| scholarship holder                   | doctoral student                       |
| student                              | "Assistent(in)"                        |
| other kind of employee/civil servant | other                                  |
|                                      | <u>no affiliation to the WWU</u>       |

**Did you make the invention while you were working on official university business or is your invention based on know-how acquired or work carried out in your university position?**

yes      no

To:  
The Rector of the  
Westfälische Wilhelms-Universität  
attn. Dr. Katharina Steinberg  
Dezernat 6  
Schlossplatz 2  
48149 Münster  
Germany

**Will be filled in by the University of Münster**

received in writing on: \_\_\_\_\_  
if incomplete:  
notified that incomplete on \_\_\_\_\_  
confirmed that complete on \_\_\_\_\_  
forwarded to  PROvendis  
 Clinic Invent on: \_\_\_\_\_  
can be disclosed on: \_\_\_\_\_

## Invention Disclosure

Only send in a sealed envelope,  
do not send via email  
and do not store in a cloud!

**Content:**

- Part A: General information on the invention
- Part B: General information on the inventor/s
- Part C: Description of the invention
- Part D: Description of the market potential of the invention
- Part E: Statement of the inventor/s
- Part F: Confirmation by the university institution
- Part G: Assignment of invention assessment





**Part C: Description of the invention<sup>6</sup>**

[C1.1] Which technical problem is the invention intended to solve?

[C1.2] Please describe the technological state-of-the-art with which you are familiar (regarding this problem)?<sup>7</sup>

[C1.3] Which disadvantages do you perceive in the current state-of-the-art?<sup>8</sup>

[C1.4] What is the purpose of your invention in this context?<sup>9</sup>

[C1.5] What is new about your invention?<sup>10</sup>

[C1.6] Which technical and commercial advantages does your invention have over existing technology?<sup>11</sup>

[C2] Documents attached to this invention disclosure form:<sup>12, 16</sup>

[C3] Please characterize your invention by key words:<sup>13, 16</sup>

German

English

[C4] Please list some publications treating scientific, technical and commercial aspects of your invention. Please enclose them or send them by e-mail.<sup>16</sup>

**Part D: Description of the market potential of the invention<sup>14, 16</sup>**

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

idea

experiment

sample

prototype

Description of the development stage of the invention:

[D2] Do you wish to use the invention for the establishment of a business?

yes

no

If yes, please state the contact details of the founder of this business:

The WWU offers a free consultancy without further obligation on financing and funding opportunities. Do you wish such a consultancy with the start-up consultancy service of the Innovation Office (AFO)?

yes

no

[D3] Are you planning a project financed by external funds which is based on this invention?

yes

no

[D4] What are the possible applications of your invention?

[D5] Which companies might be considered as potential licensees?

[D6] With which companies are you already in touch regarding the invention?

[D7] Which group of people or customers might profit from your invention?

[D8] How do you estimate the market potential of your invention?

very high

high

average

low





**Part G: Assignment of invention assessment<sup>17</sup>**

[G1] The WWU assigns the task of assessing the invention described in the above invention disclosure to

PROvendis  
Clinic Invent

Remarks:

place, date \_\_\_\_\_

the Kanzler (Head of the University Administration)  
(on behalf of the Rector)

pp

\_\_\_\_\_

## Explanations regarding the form fields

1 Give your invention a name. Enter a short description that makes the main point of your invention clear. The name will be used for the patent application!

2 Please indicate the period or the point in time that was decisive for laying the foundation for your invention. This can be either the moment you had a flash of inspiration or the period between the first idea and the invention's technical realization.

This information is vital for the assessment of your rights and duties.

3 If you have already applied for a patent for your invention, or if the invention has only been provisionally registered for patent, as an employee of the university, you still have to report your invention to the university.

4 Please indicate the total number of persons that have contributed to the invention.

5 As inventors all those persons should be listed who have contributed significantly to the development of the invention. This can be a contribution of expertise, of factual information, or of an inventive element regarding the matter at hand.

Employees of the university must state their home addresses so that we can keep you informed regarding the progress of the proceedings. Please make sure that you inform us as quickly as possible of any changes that may occur.

Groups of inventors must state all relevant information for each university employee. If non-university inventors are involved, their private contact details are helpful but are not obligatory. For further processing, the address of the rights holder of any "external shares in the invention" is important (the same applies to "independent inventors"). Please come to an agreement with your fellow inventors on this issue.

You may hand in this information later!

Of course, all personal data will be treated confidentially and will, in the course of the assessment process, only be made available to authorized persons.

For groups of inventors, or for several inventors from one university, you can determine who will act as a contact person for technical queries.

6 This section concerns the most important part of your invention report: what did you invent? By answering the following questions, you enable others to understand the purpose and the advantage of your idea. If you have already written texts, or if you have made drawings or pictures, you can add these as supplements to your invention report. Please answer each individual question, regardless of the data you may have attached.

7 How was this problem solved before you made your invention? Which alternative methods already exist? Are there perhaps other methods that lead to comparable results or that come close to your invention?

An invention cannot be patented if its subject is already known. Therefore please check as soon as possible whether other solutions for the problem you are addressing already exist. The discovery that a solution for the problem already exists is not worthless as it saves you the unnecessary effort of developing your invention further.

8 What cannot be solved by the methods described under "current state-of-the-art"? What exactly are the limitations and constraints of the existing technology?

Please outline the weaknesses and disadvantages that result from using the current solutions to the problem your invention addresses.

9 Having described the disadvantages of existing technology, please describe in this section how your invention removes these disadvantages.

Do not only describe what your invention can do – but also how it does what it does.

10 Please state precisely what is new about your invention.

This question is of crucial relevance, as without a certain degree of newness a patent application is not possible. Please also consider that, sooner or later, there will be checks made as to whether the claims of former patents are touched upon by your invention.

11 Does the advantage of your invention perhaps lie in reduced costs or increased efficiency? For which group of users do the advantages take effect? Would you in fact buy your own invention or the products subsequently developed on its basis?

12 If available, please attach to the invention disclosure any documents such as drawings, publications, and explanations etc. that may help us understand your invention.

13 For a patent research, key terms that describe your invention can be very helpful. Please try to characterize the essence of your invention and its potential fields of application as precisely as possible by using appropriate key words.

14 The better an invention is, the easier it is marketable. Where can your invention be utilized best, and where does it fully unfold its potential? Perhaps you already know companies that can make use of your invention? Companies that might be threatened by the commercialization of your invention may also be interested in a license, as no good business person leaves promising developments to competitors. Information on end users makes it possible to draw conclusions as to the future commercialization, for example regarding the size of the respective market.

15 This will be filled in by the head of the university institution.

16 This information is not compulsory and the invention disclosure is considered complete without this information. However, having this information makes a quick and realistic assessment of your invention easier.

17 This will be filled in by the administration of the University of Münster.