

INVENTION DISCLOSURE AND RIGHTS QUESTIONNAIRE

INSTRUCTIONS: COMPLETE FORM CD-240; ATTACH A COPY OF THE INVENTION DISCLOSURE, AND FORWARD THROUGH YOUR MANAGEMENT CHAIN TO RECEIVING AGENCY.

TITLE OF INVENTION

STATEMENT OF INVENTOR(S)

1. CHECK (X) ALL APPLICABLE SITUATIONS THAT APPLY FOR THE CONCEPTION AND/OR REDUCED TO PRACTICE (I.E., THE INVENTION HAS BEEN IMPLEMENTED OR BUILT AND USED FOR ITS INTENDED PURPOSE) OF THIS INVENTION.

	CONCEIVED	REDUCED TO PRACTICE
A. CRADA (NUMBER _____)	☐	☐
B. FEDERAL CONTRACT/ GRANT/ COOPERATIVE AGREEMENT (NUMBER _____) (AGENCY _____)	☐	☐
C. GUEST RESEARCHER AGREEMENT (NAME _____) (HOME ORGANIZATION _____)	☐	☐
D. INTERAGENCY OR OTHER FORMAL AGREEMENT (AGENCY _____)	☐	☐
E. INTRAMURAL FUNDING (AGENCY _____)	☐	☐
F. INTRAMURAL NIST/ATP FUNDING (AGENCY _____)	☐	☐
G. INDUSTRY FELLOW CRADA (NUMBER _____)	☐	☐
H. INFORMAL COLLABORATION OR OTHER	☐	☐
I. NONE OF THE ABOVE	☐	☐

2. A CLEAR UNDERSTANDING OF THE INVENTION WAS FIRST CONCEIVED ON _____ (MONTH/DAY/YEAR) AS RECORDED IN

☐ LABORATORY NOTEBOOK NUMBER _____, PAGE _____ ☐ MEETING NOTES ☐ OTHER _____

3. THE INVENTION WAS REDUCED TO PRACTICE OVER THE PERIOD FROM _____ (MONTH/DAY/YEAR)
TO _____ (MONTH/DAY/YEAR).

4. THE INVENTION WAS

☐ PUBLISHED IN _____ ON _____ (MONTH/DAY/YEAR) OR
☐ SUBMITTED FOR PUBLISHING TO _____ ON _____ (MONTH/DAY/YEAR) WITH AN EXPECTED
PUBLISHING DATE OF _____ (MONTH/DAY/YEAR) OR ☐ HAS NOT ☐ WILL NOT BE SUBMITTED FOR PUBLICATION.

5. THE INVENTION

A. HAS NOT BEEN DISCLOSED TO ANY NON-FEDERAL EMPLOYEE ☐ YES ☐ NO
B. HAS BEEN ☐ DISCLOSED ☐ DEMONSTRATED ☐ PRESENTED WITH/TO _____
ON _____ (MONTH/DAY/YEAR)

6. I/WE ARE PLANNING TO

☐ DISCUSS ☐ DEMONSTRATE ☐ PRESENT
☐ OTHERWISE DISCLOSE THE INVENTION WITH/TO _____ ON _____ (MONTH/DAY/YEAR).

(THIS QUESTION APPLIES TO DISCLOSURE TO PERSONS NOT EMPLOYED BY YOUR AGENCY)

7. I/WE CURRENTLY KNOW OF THE FOLLOWING U.S. OR FOREIGN PATENT(S), PENDING PATENT APPLICATION(S), OR DISCLOSURES THAT RELATE TO THIS INVENTION.

8. THE INVENTION (CHECK (X) ALL THAT APPLY)

☐ IS DIRECTLY RELATED TO MY/OUR OFFICIAL DUTIES ☐ WAS MADE DURING WORKING HOURS
☐ WAS MADE WITH A CONTRIBUTION BY THE GOVERNMENT OF FACILITIES, EQUIPMENT, MATERIALS, FUNDS, INFORMATION, OR TIME OR SERVICES OF
OTHER GOVERNMENT EMPLOYEES ON OFFICIAL DUTY.

INVENTOR (TYPE/PRINT NAME AND SIGNATURE)	DATE	ORGANIZATION/DIVISION	BUSINESS MAILING ADDRESS AND TELEPHONE NUMBER	RESIDENCE ADDRESS
CITIZENSHIP				
CITIZENSHIP				
CITIZENSHIP				
CITIZENSHIP				
CITIZENSHIP				
SUPERVISOR (TYPE/PRINT NAME AND SIGNATURE)				DATE
DIVISION CHIEF (TYPE/PRINT NAME AND SIGNATURE)				DATE
LABORATORY DIRECTOR (TYPE/PRINT NAME AND SIGNATURE)				DATE
INVENTION DISCLOSURE GUIDELINES				
THE FOLLOWING GUIDELINES ARE PROVIDED TO ASSIST YOU IN PREPARING THE INVENTION DISCLOSURE. IF YOUR AGENCY DECIDES TO APPLY FOR A PATENT, THIS INFORMATION WILL BE USED BY MANY PEOPLE THROUGHOUT THE PROSECUTION OF THE PATENT APPLICATION. INCLUDE: 1. TITLE OF THE INVENTION. 2. ABSTRACT OF THE DISCLOSURE. 3. IN GENERAL TERMS, THE PURPOSE AND OBJECT OF THE INVENTION. 4. DESCRIBE THE INVENTION IN SUFFICIENT DETAIL THAT ANYONE WITH ORDINARY SKILL WOULD BE ABLE TO UNDERSTAND THE INVENTION. PARTICULARLY POINT OUT THE NOVEL FEATURES OF THE INVENTION. 5. IF THE INVENTION IS A DEVICE, INCLUDE APPROPRIATE DRAWINGS AND SKETCHES THAT WILL ENABLE OTHERS TO UNDERSTAND THE DEVICE. 6. IF THE INVENTION IS A PROCESS, DESCRIBE EACH STEP IN THE PROCESS AND WHAT THE PROCESS ACCOMPLISHES. 7. IF THE INVENTION IS A COMPOSITION OF MATTER, DESCRIBE THE COMPOSITION, ITS PHYSICAL AND CHEMICAL PROPERTIES, HOW IT IS PREPARED, AND INCLUDE ANY TEST DATA WHICH SHOWS ITS USEFULNESS. INCLUDE STRUCTURAL FORMULAS FOR NOVEL CHEMICAL COMPOUNDS. 8. DESCRIBE THE COMPETING TECHNOLOGIES AND POINT OUT HOW THE INVENTION DIFFERS FROM THESE TECHNOLOGIES, WHAT PROBLEMS IT OVERCOMES AND ADVANTAGES IT OFFERS. 9. DISCUSS POTENTIAL COMMERCIAL APPLICATIONS FOR THE INVENTION. 10. PROVIDE ANY ADDITIONAL MATERIAL (SUCH AS PHOTOGRAPHS, REPORTS, PUBLICATIONS, AND REFERENCES TO TEXTS OR OTHER INFORMATION MATERIAL) WHICH MAY BE HELPFUL TO AN UNDERSTANDING OF THE INVENTION. IDENTIFY AND INDICATE THE SPECIFIC RELEVANCE OF EACH. 11. PROVIDE RELEVANT PRIOR ART OR OTHER TECHNICAL MATERIAL.				