

*CINEC Campus (Pvt) Ltd*

*Winner of ‘World Class’ – Global Performance Excellence Award – 2012 – Education Organization*

*Winner of International Asia Pacific Quality Award -2010 – Best in Class – Education Organization*

*Winner of Sri Lanka National Quality Award – 1999 – 2004 – 2009 – 2014*

*Approved for Quality Management System*

 **INVENTION DISCLOSURE FORM**

Department:

Registration number:

Date of Submission:

…………………………………………………………………

…………………………………………………………………

Contact Person: ………………………………………………………………………………………………………

Phone number:…………………………E-mail: ……………………………………………………

1. Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Inventors

**Who are the inventors of the technology?** (Please, list all inventors, who made intellectual contribution to the creation of technology.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | Type of legal relationship between the Inventor and the Institute | Percentage of contribution (%) | Department/ Organization | Contact data (address and phone) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
|  |  |  |  |  |

 Please, list all researchers, who participated in the development of the technology in addition to the inventors.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Researcher** | Type of legal relationship between the Inventor and the Institute | Department/ Organization | Contact data (address and phone) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
|  |  |  |  |

3. Concise statement of subject matter of invention: (See sheets 3 and 4 for full description)

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4. Date Conceived \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date invention was first disclosed: where/to whom (name and address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. Date of first draft(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Date of first written description of invention \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Where located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Has invention been tested on an experimental basis? State when, where, and results.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. Has invention been disclosed in any manner whatsoever to persons outside the

company? If so, please recite circumstances, including names and dates.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Has invention been utilized commercially or in any commercial operations?

State when, where and results.

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11. When will products/processes embodying the invention be offered for sale, used to

produce products, or disclosed to the public (i.e., customers).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Inventor(s) signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed at (Place) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Place) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed and understood by:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

(Print name here) (Sign name here)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

(Print name here) (Sign name here)

**DESCRIPTION OF INVENTION**

**Purpose of Invention**

State generally the purpose of the invention, i.e. problems solved.

**Prior Art**

Identify closest patents, publications, prior uses, work of others, known to inventors.

**Novelty**

State generally what features of the invention you consider to be new. This can be the overall

combination and/or one or more elements.

**Advantages Over Prior Art**

State generally how new features of the invention improve upon prior art devices, apparatus,

methods, articles or compositions.

**DETAILED DESCRIPTION OF INVENTION**

Describe below the invention and its operation. Where appropriate attach and refer to pertinent

sketches, drawings, graphs, etc., with the aid of reference characters. Where the invention

involves processes give steps, ranges, ratio of reactants, temperatures, pressure, times or any

other pertinent process variables.

**END OF DOCUMENT**