



THE INVENTION WORKSHEET

This is a tool to help you think about inventions and prepare an invention disclosure form. You don't have to complete this worksheet all at once. Save this worksheet and open it from your desktop or appropriate drive location.

The Invention Worksheet

Name: _____

Residence (*city/state*): _____

Citizenship: _____

Not sure if you should be filling out this form yet?

- Review [“when to wonder about patents”](#) for tips

My invention

I am working on/developing/thinking about a new or improved:

(Fill in all the [categories](#) that apply, adding a one sentence title or description in the appropriate box(es) below.)

process

machine or device

manufacture

composition

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Identify the problem or opportunity

The problem my invention solves, the need my invention fills, or the opportunity my invention creates:

Briefly describe the problem/need/opportunity (you'll fill in the details on how your invention works on the next page)

Some background

(Identify one or more review articles or patents that would help a reader understand your invention)

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Nuts and bolts

Describe how someone would make and use the invention. Review the tips on [“describe your invention.”](#)

Provide the details.

Remember to:

- *Identify where documents you refer to can be found (or better yet, attach a copy to your worksheet)*
- *Note the date and describe the circumstances if the invention has been built or tested (and attach test results)*
- *If you haven't built or tested the invention, try writing hypothetical examples to guide a user to practice (for example, to make and use) the invention. Review the scenarios on [“is it useful.”](#)*
- *Note the advantages the invention offers. What features of the invention provide these advantages?*
- *Note the features of the invention that are commercially significant. Where do you see this technology in the next five years?*

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Provide the details (cont'd)

Add extra pages as needed.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

References of interest

Identify references of interest that you are aware of. These can include patents and Web site pages.

Some resources:

- [“is it new?”](#)
- [“is it obvious?”](#)
- [search resources](#)

List the references and attach copies if they're available.

- *DO identify how your invention/solution to a problem is different from what's described in the reference*
- *DO note advantages of your invention*
- *DO note any unexpected results you obtained*
- *DO note disadvantages of what's been done before*
- *DO note where others have failed*
- *DON'T write opinions down about the references. Keep this section as factual as possible*
- *If you haven't had time to search, refer to the tips listed in [search resources](#)*

Add extra pages as needed

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

References of interest (cont'd)

Fellow contributors

List any others who contributed to making this invention.

Complete an invention disclosure form

- Review "[next steps](#)" for tips on this process
- Check with your legal department to see if you can use this form as your invention disclosure. Otherwise, just cut and paste text from this worksheet to the appropriate fields on your form or attach these pages to your form.



Important dates and information to provide to your legal department

- Dates of any publications describing the invention or planned dates of submission if you intend to submit an article or abstract:

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

- Date you disclosed any information about the invention outside of the company if this happened. Who did you communicate with? Was there a confidentiality agreement in place? Was the invention (or any aspect of it) performed as part of a contract, agreement, or government grant?

- Dates and locations where any products or services embodying the invention were announced, offered for sale, or sold (or planned dates/locations if these activities haven't occurred yet). Is your invention being licensed?

Alert your legal department immediately if any of these events are going to occur within the next three months or sooner.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____