

<p>Internal memo to:</p> <p>Head of Administration of the University Dr. Jörg Wadzack</p> <p>via the Transfer and Entrepreneur Centre Department for Transfer and Intellectual Property Dr. Karen Henning</p>	<p>To be filled out by TUGZ/Transfer and Entrepreneur Centre!</p> <p>Received by the TUGZ on: _____</p> <p>Confirmation of receipt sent on: _____</p> <p>Notification of incompleteness sent on: _____</p> <p>Receipt completed on: _____</p> <p>Expiry Period claiming rights on: _____</p> <p>Decision on release/ claim of rights on: _____</p> <p>Registration number: _____</p>
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OVGU Invention disclosure

Only to be send in a closed envelope

Date:

Short term:

Part A: Information about the inventor / the inventors

Part B: General information regarding the invention

Part C: Description of the invention

Part D: Description of the market

Part E: Declaration of the inventor/ the inventors

Hints regarding the Invention disclosure Form (guide, filling instructions, etc.) can be found on our website at <https://www.tugz.ovgu.de/en/patents>. Please fill out the form with a PDF editor; editing the form in a browser window (Firefox, Chrome, Edge, etc.) may cause technical problems.

For better readability, the use of the male and female form is omitted. All personal names used are considered both in female and male form.

[Part A] Information about the inventor/ the inventors

Title of the invention (max. 60 characters)	
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[A1] Name of the inventor (s) and respective share of the invention

Please also include external co-inventors and free inventors. An inventor is anyone who has made an independent contribution to the invention.

No.	Contact	Last Name	First Name	Share in %
1				
2				
3				
4				
5				
6				

If there are additional inventors, please complete the above table accordingly and add the appropriate inventor information on a second form.

Salutation; Titles; Profession	<input type="checkbox"/> Mister <input type="checkbox"/> Miss	<input type="checkbox"/> Professor <input type="checkbox"/> Doctor
Institute/Chair		
Official position	<input type="checkbox"/> Professor <input type="checkbox"/> Ph.D. student <input type="checkbox"/> Student	<input type="checkbox"/> Research associate <input type="checkbox"/> Scholarship holder
Type of employment	<input type="checkbox"/> Contract of employment with the OVGU <input type="checkbox"/> Student assistant	
Citizenship		
	Employment address	Private address
Street, house number		
Postcode, City		
Phone, mobile phone		
E-mail		

[A3.1] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention was made as part of my doctoral/diploma/bachelor/master/study thesis	<input type="checkbox"/> yes <input type="checkbox"/> no
There is another legal/contractual bond from which I am obliged to assign my rights to the invention (if yes, please include corresponding documents in copy)	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is largely based on knowledge and experience at the university	<input type="checkbox"/> yes <input type="checkbox"/> no
The problem that led to the invention was given to me (e.g. third-party funding project)	<input type="checkbox"/> yes <input type="checkbox"/> no

Salutation; Titles; Profession	<input type="checkbox"/> Mister	<input type="checkbox"/> Professor
	<input type="checkbox"/> Miss	<input type="checkbox"/> Doctor
Institute/Chair		
Official position	<input type="checkbox"/> Professor	<input type="checkbox"/> Research associate
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	<input type="checkbox"/> Student	
Type of employment	<input type="checkbox"/> Contract of employment with the OVGU	
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Street, house number		
Postcode, City		
Phone, mobile phone		
E-mail		

[A3.2] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
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Phone, mobile phone		
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[A3.3] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention was made as part of my doctoral/diploma/bachelor/master/study thesis	<input type="checkbox"/> yes <input type="checkbox"/> no
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The invention is largely based on knowledge and experience at the university	<input type="checkbox"/> yes <input type="checkbox"/> no
The problem that led to the invention was given to me (e.g. third-party funding project)	<input type="checkbox"/> yes <input type="checkbox"/> no

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Street, house number		
Postcode, City		
Phone, mobile phone		
E-mail		

[A3.4] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention was made as part of my doctoral/diploma/bachelor/master/study thesis	<input type="checkbox"/> yes <input type="checkbox"/> no
There is another legal/contractual bond from which I am obliged to assign my rights to the invention (if yes, please include corresponding documents in copy)	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is largely based on knowledge and experience at the university	<input type="checkbox"/> yes <input type="checkbox"/> no
The problem that led to the invention was given to me (e.g. third-party funding project)	<input type="checkbox"/> yes <input type="checkbox"/> no

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Phone, mobile phone		
E-mail		

[A3.5] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention was made as part of my doctoral/diploma/bachelor/master/study thesis	<input type="checkbox"/> yes <input type="checkbox"/> no
There is another legal/contractual bond from which I am obliged to assign my rights to the invention (if yes, please include corresponding documents in copy)	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is largely based on knowledge and experience at the university	<input type="checkbox"/> yes <input type="checkbox"/> no
The problem that led to the invention was given to me (e.g. third-party funding project)	<input type="checkbox"/> yes <input type="checkbox"/> no

Salutation; Titles; Profession	<input type="checkbox"/> Mister <input type="checkbox"/> Miss	<input type="checkbox"/> Professor <input type="checkbox"/> Doctor
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Postcode, City		
Phone, mobile phone		
E-mail		

[A3.6] Employment information regarding the invention

The invention was made as part of my employment relationship at the OVGU	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is in my field of work	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention was made as part of my doctoral/diploma/bachelor/master/study thesis	<input type="checkbox"/> yes <input type="checkbox"/> no
There is another legal/contractual bond from which I am obliged to assign my rights to the invention (if yes, please include corresponding documents in copy)	<input type="checkbox"/> yes <input type="checkbox"/> no
The invention is largely based on knowledge and experience at the university	<input type="checkbox"/> yes <input type="checkbox"/> no
The task that led to the invention was given to me (e.g. third-party funding project)	<input type="checkbox"/> yes <input type="checkbox"/> no

[Part B] General information regarding the invention

<p>[B1] When was your invention developed (year, month)?</p> <p><i>What counts here is the point in time at which the invention - or essential parts of it - were completed. According to the inventor, the invention would be technically feasible to an expert from this date onwards. A concrete prototype is not required!</i></p>	
<p>[B2] Has anything been published about this invention so far, and where?</p> <p> <input type="checkbox"/> Print media (articles, papers, abstracts) <input type="checkbox"/> Lectures <input type="checkbox"/> Dissertation, diploma thesis, student work <input type="checkbox"/> Conference, fair <input type="checkbox"/> Internet <input type="checkbox"/> Other publications </p> <p><i>Please indicate references and attach copies.</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p><input type="checkbox"/>yes <input type="checkbox"/>no</p>
<p>[B3] Is a publication planned in the next four months and where?</p> <p> <input type="checkbox"/> Print media (articles, papers, abstracts) <input type="checkbox"/> Lectures <input type="checkbox"/> Dissertation, diploma thesis, student work <input type="checkbox"/> Conference, fair <input type="checkbox"/> Internet <input type="checkbox"/> Other publications </p> <p><i>Please indicate date of publication and, if necessary, indicate further information! Please note that in the case of publication (paper, conference lecture, poster, etc.) the invention must be announced at least two months in advance, in order to give the employer, the opportunity to file a provisional patent application. If, in exceptional cases, a short-term release is planned, please contact the TUGZ directly and immediately.</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p><input type="checkbox"/>yes <input type="checkbox"/>no</p>
<p>[B4] Is this an invention that was developed as part of a third-party research project?</p> <p><i>Please specify third-party funding sponsor, project name, funding id and terms!</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p><input type="checkbox"/>yes <input type="checkbox"/>no</p>
<p>[B5] Was the invention part of the STIMULATE research campus??</p> <p><i>Providing that the invention was created under the conditions of a framework contract or a cooperation contract or other contractual agreements with the STIMULATE research campus, please indicate here. In this case, please also attach the applicable cooperation agreement in the appendix to the invention disclosure, and add a list of all partners in the cooperation project.</i></p>	<p><input type="checkbox"/>yes <input type="checkbox"/>no</p>
<p>[B6] Are there any third-party claims for the transfer of the invention?</p> <p><i>Please enclose copies of claims, contracts and documents. This also includes verbal or written obligations towards third parties outside third party contracts, e.g. material transfer agreements, compound use agreements or terms and conditions. Are non-disclosure agreements (NDAs) in place?</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p><input type="checkbox"/>yes <input type="checkbox"/>no</p>

[Part C] Description of the invention

[C1] Description

Please consider also the following points:

- Scientific background: Which field of research is it? Which current state of the art do you know? Please name relevant publications and/or patent literature.
- The patent information centre at the OVGU is pleased to help you with your search (Request at www.ub.ovgu.de/PIZ.html).
- What are the technical problems or disadvantages that your invention is intended to resolve?
- What previous solutions are there?
- What is the ultimate purpose of your invention?
- Technical solution: How is this problem solved by your invention? What are the aspects which are essentially new? What advantages over the current state of the art result from the invention?

[C2] Explanation of attached annexes for the description

[Part D] Description of the market

[D1] The idea exists as:

- Idea Model
 Experiment / Experimental assembly Prototype

Please explain briefly the state of development.

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[D2] Do you want to use the invention for yourself in a start-up?

yes no maybe

Please provide information about the company's foundation and the contact persons.

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[D3] What possible applications and branches do you see for your invention?

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[D4] Which companies could be considered as potential interested party?

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[D5] Which companies are you already in contact with regarding the invention?

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[D6] Which individuals or customers could benefit from your invention?

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[Part E] Declaration of the inventor / the inventors

I / We hereby declare that the above information has been given completely and truthfully, that I / we have made the invention described in this application and that to my/our knowledge no other persons, others than those mentioned, are involved in this invention as inventor. We have irrevocably agreed to the previously disclosed shares of the invention. I / we understand that all publications of the invention and all communications to outsiders, who are not obliged to secrecy, prevent the granting of an intellectual property right and therefore may only take place after a patent application. It is not known to me / us that there are any prior uses and / or publications. Up to a possible release by the Otto-von-Guericke University I may / we may not dispose of the invention.

Notices according to privacy policy:

I / We acknowledge that the personal data provided in this invention disclosure, in particular name, address, telephone number, job title and e-mail address will be stored and processed by the Otto-von-Guericke Universität Magdeburg for the purpose of examination and evaluation of the invention disclosure and – in case of claiming the invention – for the purpose of applying for patent rights and – if necessary - data will be passed on to third parties, such as patent attorneys, patent offices and patent agencies.

I / We acknowledge that, for the purpose of the commercial exploitation of the invention, personal data of the inventor(s) will be saved for further communication with contractors, especially data such as name and e-mail address will be forwarded to potential contractual partners of the Otto-von-Guericke University.

The duration for which the personal data is stored depends on the duration of the intellectual property rights as well as on the legal retention periods of business correspondence as well as provisions on any funding that may be used.

Date	Last Name	First Name	Signature

Note:

Please fill in last names and first names in capital letters and sign originally by hand. Signature stamps, drawings of third parties or on behalf of, or copies of signatures are not permitted!