

New Online Record of Invention Submission - BE PREPARED

To complete the online Record of Invention (ROI) as quickly and completely as possible, the Innovation and Partnerships Office (IPO) recommends you review the following list of requested data **before** you start work on the form in the Innovation Portal.

Summary of Invention Section

1. Title of the invention
2. The **first** public disclosure date, if applicable
The following are examples of public disclosures of the invention assuming they describe (or relate) to the invention and were made available to the public: a journal article; a conference abstract, presentation, or poster; a presentation or lecture to students (other than grad students in your lab).
3. A short abstract describing invention's features, its uses, and its advantages over similar technologies. *You will provide a full abstract in a later section of the form.*
4. A list of any institutions (e.g., companies, consortiums) that are interested or might be interested in the invention; include names and contact information for people at these institutions
5. Related inventions or software disclosures that have already been submitted including invention numbers (e.g. *IB-1234* or *2015-123*), if applicable

Rights in the Invention Section *(if you don't know this information, contact your Division's Resource Analyst (RA))*

1. Funding information
 - a. How was the invention funded? Example- DOE, CRADA, SPP
 - b. The project ID and activity code/s
 - c. B&R Code (DOE Budget and Reporting)
 - d. Grant or agreement number, if applicable

- e. The name of the PI who received the funding
 - f. The name and agency of the Program Manager
2. If this is a joint invention, you will need the names of the non-LBL organizations.

Documentation of the Invention Section

1. Was non-LBL or proprietary material used to develop your invention?
Examples of proprietary material include software code, chemical materials, cell lines, or materials that may have intellectual property obligations. Material used to analyze or characterize an invention are not considered non-LBNL and proprietary materials because they are not used in or incorporated into the invention. If you have questions, please contact your Technology Commercialization Associate. See the list at the end of this document.
2. List all public disclosures other than the “first public disclosure” requested earlier in the form

Details of the Invention Section

1. Description of how the invention works, its features, and why it's a novel material, device, or process. You will need to describe the technical problems and/or assumptions you overcame to conceive of the invention and reduce it to practice.
2. Description of types of consumers, companies, and other organizations (i.e., customers) most likely to use the invention and how those customers could use the invention. Highlight what you think is the best use / application of the invention.
3. Key points of differentiation, i.e., why a customer would use the invention over similar/competing technologies. Highlight its advantages such as better performance, lower cost, and greater reliability.
4. You will need to provide the following information for each inventor:
 - a. Department or Organization
 - b. Full name
 - c. Title
 - d. For LBL employees- the name of the LBL division **at the time of contribution**

- e. For non-LBL employees- the employer **at the time of contribution**
- f. Citizenship
- g. Work address
- h. Work phone number
- i. Work email
- j. Personal address
- k. Personal phone
- l. Personal email

The required attachment- ***Contributors to the Invention*** can be downloaded from the [iPortal website](#) or from the Details of the Invention section during the Record of Invention submission process.

Adding attachments and notes

You will have the opportunity to add attachments and provide notes to your disclosure. Examples of helpful attachments or notes include

- Published or unpublished articles about the invention
- Test documentation
- Agreements with outside organizations
- PowerPoint or poster presentations about the invention

If you have additional questions about filling out the Record of Invention, please email iportal@lbl.gov or contact your IPO Technology Commercialization Associate.

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