



Typical Steps in Invention Disclosure and Preparation of Patent Application

- 1) Inventor notify the ITMO of his invention
- 2) ITMO acknowledges notification and makes arrangement for further engagement with the discloser(s).
- 3) Conduct interactive meetings with the inventor/Innovator for general brief on the invention to establish inventiveness and utility value (Note; this is usually series of meetings).
- 4) Once inventiveness and utility are established, proceed to prepare a Non-Disclosure Agreement (NDA) document
- 5) Prepare a technical information sheet
- 6) Discuss the proposed invention with the inventor
 - what is the field of the invention/state of the art?
 - what is/are the problem/s being solved by the invention?
 - what is/are the proposed technical solution(s)?
 - established freedom to operate
- 7) Actual Apparatus, if any
- 8) Conduct site visit(s), if necessary and evaluate the process leading to the claimed invention
- 9) Search and patent drafting
- 10) Discuss and finalize draft with the inventor