

RECORD OF INVENTION (ROI) INFORMATION

In order to maintain accurate ROI records for future reference, please observe the following procedures when submitting a Record of Invention:

1. Be sure your ROI is **witnessed by your DIVISION/SECTION/CENTER HEAD (Section "L" on the ROI)** and that all other information requested on the form is complete.
2. Along with your ROI, please provide a copy of any relevant technical description, report or notes and a copy of any available drawings (NO LARGER THAN 8-1/2" x 11", PLEASE).
3. Be sure all inventors/authors are listed.

Incomplete ROI's are returned to inventors/authors, thus slowing not only the process of disclosing Fermilab inventions and/or software to DOE - a contractual obligation - but also the award payment to the employee(s) submitting the disclosure.

Thank you for your cooperation.