



UC San Diego Policy & Procedure Manual

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CONTRACTS AND GRANTS (RESEARCH)

Section: 150-33 EXHIBIT B

Rescinded: 08/16/2021

Effective: 07/01/1983

Supersedes: 04/01/1980

Review Date: TBD

Issuance Date: 07/01/1983

Issuing Office: [Office of Contract and Grant Administration](#)

SUGGESTIONS FOR INVENTION RECORD KEEPING*

It is not unusual for two or more inventors to independently develop similar inventions at about the same time. The question as to who will receive title to the patent may well depend on who has kept the most complete and authenticated records.

The procedure set forth below is recommended for recording data describing original research and development work.

- Record the data in a permanently bound ledger-type notebook with numbered pages.
- Make all entries in ink.
- Put the date and your signature at the top of each page and at the end of each experiment.
- Periodically, have your notes reviewed by two knowledgeable persons (not the inventor, co-inventors, or developers of the work being recorded) and authenticated by attaching the statement shown below. When especially significant data are being recorded, this should be done at least once a week.

AUTHENTICATION FORM

Disclosed to and understood by me	
this _____ day of _____	_____
Signed _____	_____
Signed _____	_____

- Make entries on consecutive pages; do not leave large blank spaces.
- Attach documentary materials - photographs, sketches and data sheets - to the appropriate notebook pages. Materials that must be handled separately should be clearly cited, giving all identifying information, in the notebook.
- Make no erasures and remove no pages. If you wish to correct an entry, cross out the erroneous words with a single line (do not obliterate the incorrect entry) and insert the correction directly above or following the deleted material. Initial and date the change.
- The description should be sufficiently clear and complete so that someone else with knowledge in the subject area can understand the device or method.
- The date of the first actual reduction to practice of an invention is especially important. Two witnesses to the first successful test or operation of a possible invention should record the event in their own notebooks and authenticate the inventor's notebook.
- Record new ideas in the notebook.

A sample of a properly maintained notebook page is reproduced in Figure 1.

*Adapted from Lawrence Berkeley Laboratory, Pub. 252, courtesy of Robert J. Morris

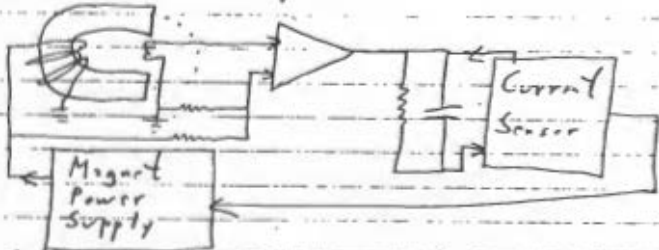
Date and sign at the top of the page	August 8, 1979	John D. Doe	31
Make description complete enough so that it is obvious what you have in mind	<p>While working on control circuits for the new XYC magnet, it occurred to me that the magnetic field could be measured and ^{applied} negative feedback, ^{as in the} circuit sketched below, to reduce ripple and transients to a lower value than conventional circuits can provide.</p>		
			
Sign and date at the end of each entry	<p>Calculations show that ripple below 20 Hertz should be reduced by a factor of 10 less than that of the Jones circuit.</p>		
	<p>John D. Doe August 8, 1979</p>		
Witnesses should read all entries back to previous authentication	<p>Disclosed to and understood by me this <u>10th</u> day of <u>August</u>, 1979 Signed <u>[Signature]</u> Signed <u>[Signature]</u></p>		
Start next entry immediately below signatures of witnesses — do not leave large blank areas			

Figure 1. Sample notebook page.