



## **Invention Submission Procedures**

Thank you for your interest in Coghlan's Ltd. as a resource for pursuing your ideas. The following is provided for helping you decide if Coghlan's Ltd. is the right fit for you and your invention, and if so, for instructing you on how to submit your invention.

### **THINGS TO CONSIDER BEFORE SUBMITTING AN INVENTION**

Is your invention within the scope of our product lines? First, please review our current products to make sure that what you have is something in which we might have an interest. You can get started by visiting: [www.coghlan.com/product-catalog.aspx](http://www.coghlan.com/product-catalog.aspx)

In order to be considered, your invention must fit within or be useful in association with one of our existing product categories.

**Have you had a patent search performed?** A patent search will be very helpful in determining, among other things, whether your invention is potentially protectable, and whether there may be some potential infringement problems with existing "prior art" (a term used to refer to any patents, published patent applications, articles, advertisements, etc., that disclose a device that includes at least one feature that is "material" to the examination of your patent application). A patent practitioner (a patent attorney or agent) should guide you based on the results of your search as to whether you should continue to pursue your invention. Obviously we cannot choose how you do this or by whom, but we do suggest having an experienced patent searcher perform the search, even if you have searched yourself and have found nothing.

**Have you applied for or obtained patent protection for your invention?** As a means for protecting both yourself and Coghlan's Ltd., we request that all invention submissions be the subject of a pending patent application or issued patent. If the idea or invention is not able to be patented you must be the rightful owner of the idea. Coghlan's will not be held responsible for omissions you have made in submitting your idea or invention. If you have filed a patent application, it will also be your responsibility to prosecute the application. If you have not yet applied for patent protection, or at least filed a provisional patent application, we suggest that you obtain patent counsel in order to take this very important step. Coghlan's Ltd. will not be responsible for any loss of rights due to a failure to file a patent application or prosecute any pending patent applications. As will be discussed below, we cannot guarantee that any disclosure made to Coghlan's Ltd. will remain confidential. Therefore, any disclosure to Coghlan's Ltd. is considered a "public disclosure". While we require a patent application to be filed for any submission made to Coghlan's Ltd., Coghlan's Ltd. is not financially responsible for the

filing and prosecution of the patent application(s), nor for the issuance and maintenance of the patent(s).

### **Submitting and Invention:**

Following is a brief list of documents that you will need to gather for submission:

1. **DISCLOSURE AGREEMENT:** Download, carefully read, and sign the “Disclosure Agreement”.
2. **PROOF OF APPLICATION/PATENT:** This can be any one of the following:
  - a. Copy of currently pending provisional or non-provisional application including: specification, claims (if any), drawings, filing receipt, and application status.
  - b. Publication Number if your patent application has been published.
  - c. Patent Number if your patent application has issued into a patent.
  - d. Confirmation that you have not sought patent protection and are not expecting compensation.
3. **MATERIAL “PRIOR ART”:** If you have had a patent search performed and prior art was discovered, or if you are otherwise aware of material prior art that you would be required to disclose to the USPTO, please provide that to us for our review.
4. **ADDITIONAL MATERIALS:** Additional materials are acceptable, but you should limit them to what has been disclosed in a patent application. Such materials might include a BRIEF video.
5. **CONTACT INFORMATION:** Provide your contact information for return communications.
6. **EMPLOYMENT INFORMATION:** Please provide information regarding your employer(s) at the time the invention was conceived and/or developed, and whether any employer has rights in your invention as a result of your employment. Please note that any invention submissions made that do not include the required information will not be reviewed, but will be returned. This will be done to protect both yourself and Coghlan’s Ltd.

Make your submission either by e-mail to: [justin@coghlan.mb.ca](mailto:justin@coghlan.mb.ca)

or via USPS or other carrier to:

Coghlan’s Ltd.

ATTN: Justin Vandenberg  
121 Irene Street, Winnipeg, Manitoba  
Canada R3T 4C7

**WHAT NOT TO SEND:**

1. An invention disclosure without a signed "Disclosure Agreement"
2. A prototype.

This may be requested if there is an interest in pursuing your invention. However, we cannot be responsible for maintaining and/or returning unsolicited prototypes. Once we have received the required information, we will review the submission to determine whether it meets our criteria for being added to one or more of our product categories.

Samples or products, prototypes will not be returned. Please do not send us anything you do not wish to receive back.

**NOTE: Depending on the volume of submissions received, it could take 3-4 months to receive a reply. We ask for your patience in this matter, but if you want to check on the status, please submit a status request in the same manner that you submitted your invention.**

Thank you again for your interest in partnering with Coghlan's Ltd. We trust that this process will help assure that both your interests and Coghlan's Ltd. will be well-protected. We look forward to the opportunity to review your invention(s) with the same intensity and respect that we afford our own.

Respectfully,

Coghlan's Ltd.