

Inventor Portal User Guide

for

Faculty & Researchers

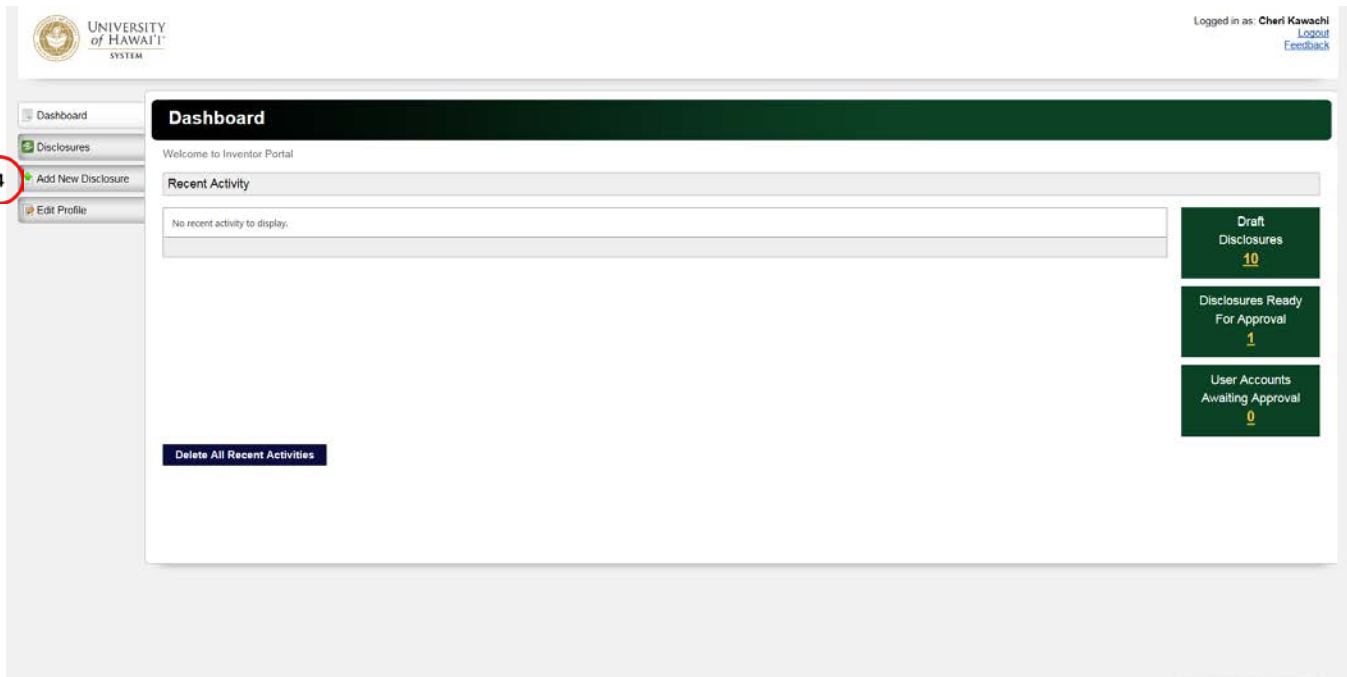


**UNIVERSITY
of HAWAII®**
SYSTEM

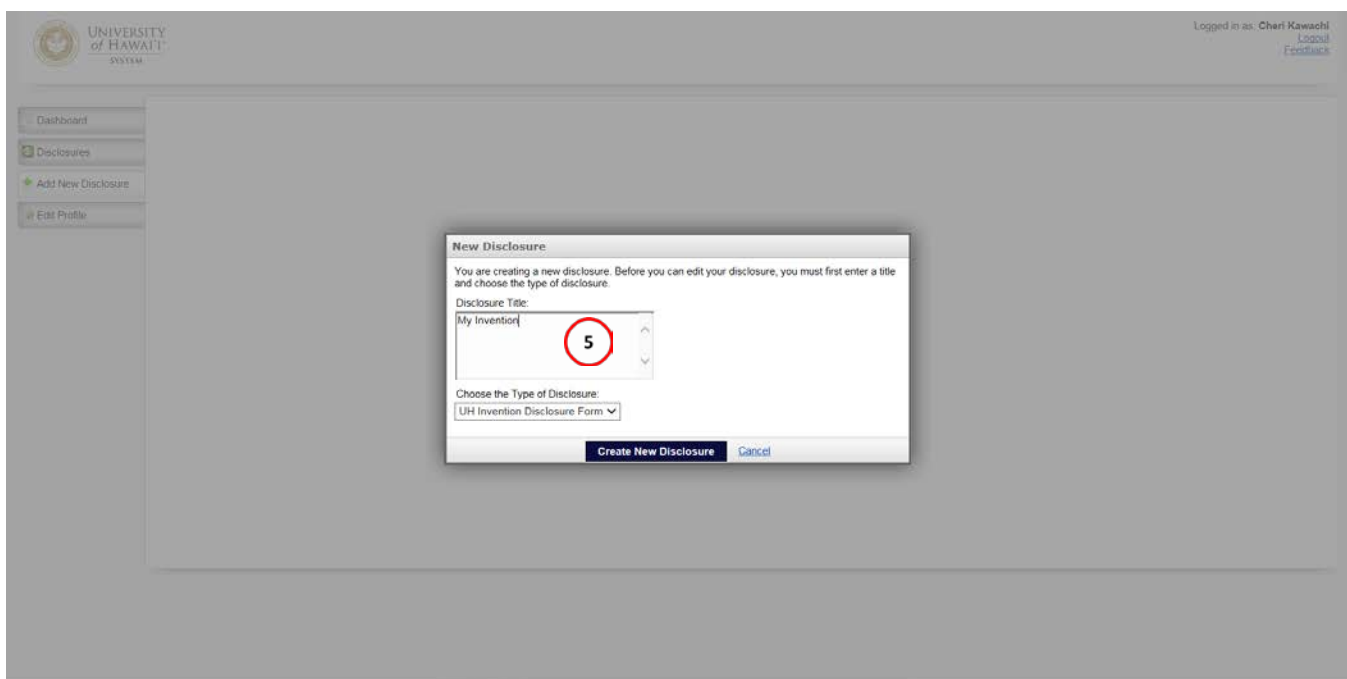
Office of Technology Transfer and Economic Development
otted@hawaii.edu | www.hawaii.edu/research/otted
Phone: (808) 956-9024 | Fax: (808) 956-9150

The screenshot shows the University of Hawai'i Research and Innovation website. The header includes the university logo and the text "University of Hawai'i Research and Innovation". Below the header is a banner image of a geodesic dome structure with the text "Office of Technology Transfer and Economic Development". The main content area features a section titled "Disclosing an Invention" with a sub-header "Submit an online invention disclosure" (1). Below this is a list of "Benefits of using myInvention" and a link to "myInvention FAQs" (2). At the bottom of the main content is a link to "Submit a traditional paper Invention Disclosure form [+/-]" (3). A right-hand sidebar contains navigation links: "About OTTED", "Technologies Available for Licensing", "Disclosing an Invention" (highlighted), "What we do", "UH IP Policies", and "Contact". A dark sidebar on the left contains navigation links: "Home", "Researchers and Staff", "Business and Industry", "Visitors", "Explore", "Contacts", and a search bar.

1. Use your UH username and password to login to the inventor portal.
2. Answers to frequently asked questions are available here.
3. Click here to download a fillable Microsoft Word version of the disclosure form.



4. Click “Add New Disclosure” to start a new invention disclosure form.



5. Type in the title of your invention. Then click “Create New Disclosure”. The title can be edited in the form after it is created.

**Currently there is only one type of disclosure. OTTED is developing a separate disclosure form for copyright material for future use and will announce when this form is available.

Please save your draft before leaving the page. You will not be able to edit your disclosure after submitting.

Save As Draft Download PDF for signature

Disclosure Type:
UH Invention Disclosure Form

Status (OTTED use only):
[Text Field]

Disclosure ID (OTTED use only):
Draft-00012

Disclosure Title:
My Invention

Tech ID (OTTED use only):
[Text Field]

Draft
This disclosure is in draft status. When you are finished editing, submit the disclosure by clicking the button below. Once the disclosure is submitted you will not be able to make further edits.

Save As Draft
Submit to OTTED

Section I. UH Information **6**

This disclosure is considered confidential and proprietary. Please note that presentation, publication, dissemination, or public use of this discovery or invention may adversely affect the legal protection of your technology. For details on UH Patent and Copyright policies, please see www.hawaii.edu/research/uh-ip-policies or contact us at otted@hawaii.edu or 956-8024.

Name of contact inventor *
Who will be speaking and acting on behalf of the inventor(s) listed?

Department Chair/Director/Dean *
Name of immediate supervisor

Section II. Declaration of Ownership, Inventors, Royalty-sharing and Assignment **7**

Note on Inventorship
Failure to list all inventors who contributed to the conception or reduction to practice of the invention may invalidate any patent for this invention. The question of inventorship is a matter of law, and each person listed below may not be named as an inventor on any patent that may be issued for the invention.

University of Hawaii's resources
Discovery or invention was the result of research or scholarship undertaken using equipment, facilities or funds provided by the University of Hawaii or an outside agency, or was conceived of or developed in the course of the inventor's duties at the University of Hawaii.

Personal or Private research**
Discovery or invention was the result of personal or private research performed independently of the inventor's University of Hawaii duties and/or research and without using equipment, facilities or funds provided by the University of Hawaii or an outside agency, or was the result of permissible consulting activities.

**If personal or private research is selected:
This disclosure will be flagged for adjudication of ownership status, and if it is determined that the invention was developed independently of the inventor's University duties and/or research, the University will relinquish all rights in this discovery or invention to the inventor(s).

6. Section I: UH Information

Type in the name of the inventor who will be the main contact with OTTED, as well as your immediate supervisor (Department Chair, Director or Dean). The immediate supervisor for all inventors will need to review and sign the form before sending it to OTTED.

7. Section II: Declaration of Ownership

Select the option that best describes the circumstances of the discovery or invention development. If you select the second option (personal or private research), the disclosure will be reviewed according to UH policy (EP 12.205 *Administration of the Patent and Copyright*).

For any questions about University policies regarding Patents and Copyrights, please visit www.hawaii.edu/research/uh-ip-policies or contact OTTED at otted@hawaii.edu.

Section III. Description of Invention 8

Description of invention/discovery *
 Please provide a complete description of the invention/discovery, including how it is made, used and potential industrial applications. The description should be detailed enough to enable a person skilled in the field to make and use the invention as a result of reading it. Feel free to upload papers, presentations, etc. that describe the invention under the "Documents" section.

When did you first conceive of the invention?
 M/d/yyyy

Where did you first conceive the invention?

Is a laboratory notebook or other documentation available?

Have you demonstrated that the invention actually works?
 If Yes, please provide details. If no, describe the current stage of development and when you anticipate it will be ready for a demonstration or proof of concept.

Is there a prototype, proof of concept data or model?

Improvements over present technology
 What benefits does your invention provide? What problems does it solve? You may attach papers, presentations, abstracts, etc. under the "Documents" section to provide a description.

Relevant publications
 Please list any papers, patents and other published material you are aware of that are relevant to the invention. Please include links here or upload copies in the "Documents" section below.

8. Section III: Description

The information in this section will be used to begin the OTTED evaluation process. The first field is required. You may include links in the text boxes to add to the description.

****Be sure to provide a complete description of your invention. A complete description means that someone in the field could duplicate your invention based on the description.**

Section IV. Public Disclosures

Public Disclosure
 ANY PRIOR OR PENDING PUBLICATIONS, DISCLOSURES, OR OTHER PRESENTATIONS OF THE INVENTION CAN ADVERSELY AFFECT PATENT RIGHTS IN THE INVENTION

Publications
 Please list where the invention has been described or discussed in any journal, abstract, paper, oral presentation, news story, thesis, dissertation, online or other medium. This includes plans to submit for publication, thesis/dissertation defense, department workshop/seminar. Upload a copy in the "Documents" tab below.

9 **Add Row**

Date	Name/Title	Medium (journal, conference, etc.)	Status (published, accepted, submitted, etc.)	Manage
Nothing entered yet.				

Has there been any past public use, sale or offer for sale of the invention?
 If yes, please describe when and the circumstances, including contact person(s), etc.

Has the invention been disclosed or discussed with industry representatives?
 If yes, please describe the circumstances, including the contact person(s) and their contact information.

9. Section IV: Public Disclosure

Click "Add Row" to start adding any publications about your invention. You may add as many rows as you need. Public disclosures are any non-confidential communication about your invention that someone in the field could use to duplicate your invention.

Section V: Funding & Support

Research Funding, Sponsorship & Support Information

Funding & Support
Please list funding from all sources.

Sponsor name	Sponsor Grant/Project Number	ORS number	Principal Investigator	Project title	Funding Period	Manage
Nothing entered yet.						

Material
Please list materials supplied under a formal Material Transfer Agreement (MTA) prior to invention or reduction to practice.

Provider name	Material description	Related project title, if any	Related ORS number, if any	Manage
Nothing entered yet.				

University support
Please list any University support received for this invention (facilities, funding, services, release time, personnel, paid technical assistance, etc.)

10. Section V: Funding

Click on the “Add Row” button to add any grants, contracts, sub-contracts, material transfer agreements, etc. that funded the research leading to your invention. Provide as much information as you can. OTTED will work with ORS to obtain any missing information.

Inventors:
NOTE: Please modify the lead inventor's contribution before adding other inventors and their contributions.

Add Inventor 11

First	Last	Role	Order	Contribution	Manage
Cheri	Kawachi	Administrator	1	100.00%	Edit Delete

11. Use the “Add Inventor” button to add all the inventors who contributed to this invention. The first listed inventor is the person who created the disclosure. Use the search function to select co-inventor(s). If the inventor is not found, you may add their information by clicking “Add a new Contact”. If there is more than 1 inventor, you will need to edit the contribution percentage for the first inventor before entering the contribution for other inventors.

**An inventor is someone who conceived an *essential* element of the invention. Please contact OTTED if you have questions about who should be included as an inventor.

Add Inventor

Inventor's Disclosure Role and Rights: *

Administrator
Full control over this disclosure.

View Only
Can only add remarks and view this disclosure.

Find Contact by last name: **Search**

Search Results:

Ann Park
apark@hawaii.edu
University of Hawaii (UH)
Choose

Byung-Kwon Park
byungp@hawaii.edu
University of Hawaii (UH)
Choose

[Add a new Contact](#) if you cannot find the Contact you are looking for.

Order

Contribution %:

Save Changes [Close](#)

Add Contact

First: Middle: Last:

Title: Gender:

Company:

Department:

Email Address: Type: [Remove](#)

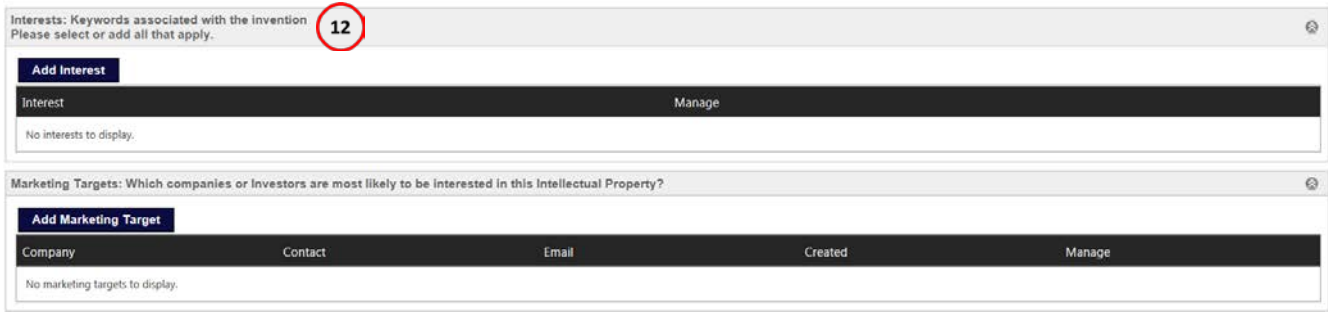
Set as default email
[Add another Email](#)

Phone Number: Type: [Remove](#)

Set as default Phone Number
[Add another Phone Number](#)

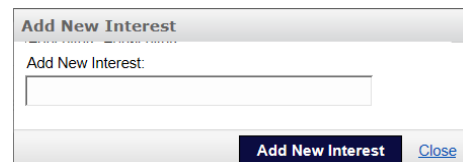
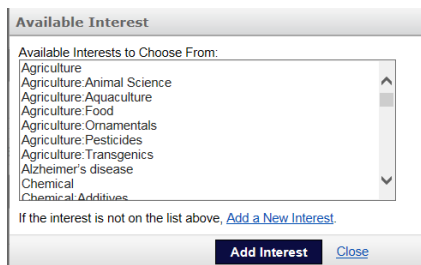
Address:

Save Changes [Close](#)

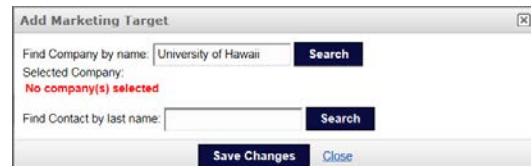
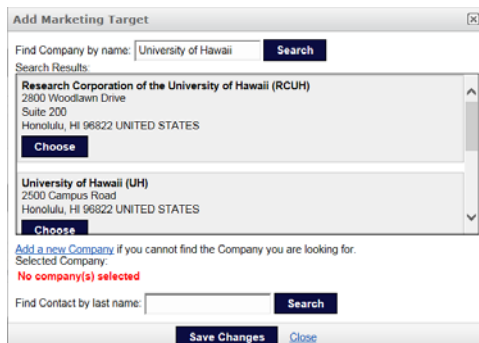


12. Interest & Marketing Targets are leads to industries or companies that may be interested in your invention.

Interests are the different industries or fields in which your invention may be used. After clicking the add button, you may select from the provided interest list or add a new interest that best describes the industry or field.



Marketing targets are companies or contacts you know of that would be interested in your invention. Use the search function to find the contact and/or company you would like to add. If the company is not found, you may use the “Add a new Company” link to add them to your disclosure.



Documents: Please send documents larger than 10MB to otted@hawaii.edu when the disclosure is submitted.

Uploaded By	File	Extension	Created	Manage
No documents to display.				

Add a Document
 *Total size limit of documents is 10MB

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Remarks: These comments are visible to everyone authorized to view this disclosure.

By	Comment	Created
No remarks to display.		

Add a Remark

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If there are non-inventors that you would like to get notification(s) regarding the status of this disclosure please add them here.

First	Last	Email	Type	Manage
Chen	Kawachi	chenk@hawaii.edu	User	Creator of this Disclosure

Add a Subscriber
 Subscribers do not need to be users of Inventor Portal. Add individuals that you would like to be notified by email of events and actions that take place for this disclosure.

First Name: Last Name: Email Address:

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13. Upload documents or files you would like to submit with the disclosure. The total size of all your documents cannot be more than 10 MB. If you have additional documents you would like to submit, please email them to otted@hawaii.edu and put the Disclosure ID found at the top of the form in the subject line. OTTED will manually link these documents to your disclosure.
14. Remarks can be used to communicate with OTTED or your co-inventors. Please be aware that anyone with access to this disclosure will be able to see these comments. Do not include any confidential information here. You may also contact OTTED or one of our Licensing Associates if you have any questions.
15. Subscribers are non-inventors that you would like to give access to the disclosure. Subscribers will be notified of any status changes, edits or remarks that are added to the disclosure.

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Technology: As you submit disclosures, they will be listed here.

Tech ID	Title	Manager	Status	Disclosure Date	Status Date
No technology to display.					

Patents: As patents are filed by our office they will be listed here.

Application No.	Patent No.	Internal ID	Title	Country	Application Type	Status	Date Filed	Date Issued	Status Updated
No patents to display.									

Agreements: As agreements are prepared and executed they will be listed here.

Agreement ID	Title	Party	Type	Status	Effective From	Status Updated
No agreements to display.						

16. You will be able to track the progress of all your disclosures here. You will be able to see:
- All submitted disclosures & their statuses
 - Manager of each disclosure
 - All filed patent applications & their statuses
 - All agreements related to your submitted disclosures & their statuses

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Save As Draft Submit to OTTED Download PDF for signature

17. If you have not finished or want to make edits later, click the “Save as Draft” button. This will save any work you have done on the form and allow you to come back to finish or make any changes to the form before submitting it to OTTED. You cannot make any changes once the form is submitted.
18. If you have completed the form and have no other edits or revisions, click “Submit to OTTED”. This will alert OTTED that a disclosure has been submitted.
19. Click the “Download PDF for signature” to download a PDF version of your disclosure for all listed inventors to sign. Then send the form to your Department Chair, Director or Dean to sign. The signed form should then be sent to OTTED. The signed form can be sent via email to otted@hawaii.edu, through Campus Mail or dropped off to our office in Sinclair 10.

Frequently Asked Questions about the Inventor Portal

1. How can I get access to myInvention?

As long as you have a UH username and password, you can access myInvention. If it is the first time you are logging in, you will need to enter your contact information.

2. How many documents can I upload for a disclosure?

You may upload as many documents as you want, up to a total size of 10MB. Any documents over 10MB can be emailed directly to OTTED at otted@hawaii.edu. In the subject line, please reference the Disclosure ID found at the top of the form.

3. What type of documents/files can be uploaded?

You may upload MS Word, MS Excel, MS PowerPoint, PDF, jpeg and png files.

4. What happens if I accidentally submit the disclosure before I'm done?

Please contact OTTED at otted@hawaii.edu or 956-9024. We can change the disclosure back to draft status so you may continue editing. Please reference the Disclosure ID when contacting us. We will let you know once the status is changed so you may continue editing the disclosure.

5. What are "interests"?

Interests are key words that are associated with your invention.

6. What are "marketing targets"?

Marketing targets are companies or people who you think may be interested in your invention. OTTED will use these as a starting point in the marketing process, which is one part of OTTED's evaluation process.

7. What are "remarks"?

Remarks can be used as comments or notes for OTTED about your invention. You may also use the remarks as a way to communicate with OTTED. Remarks cannot be deleted once saved.

****Caution: Everyone who has access to view the disclosure will see the remarks. Please do not leave any confidential or sensitive information in the remarks section. ****

8. How many interests or marketing targets can I add?

You may add as many interests or marketing targets as you want. However, each interest or marketing target will need to be added one at a time.

9. What if I don't know the grant number?

You may leave the grant number field blank. Please provide as much information as possible about the grant or award. OTTED will work with ORS to get the correct grant or award number.

10. What does "order" mean in the inventor section?

The order of the inventors is used for administrative tracking. By default, the person creating the disclosure is listed as "1" in the order and is referred to as the "Lead Inventor". You may change the order and contribution percentage of each inventor. The Lead Inventor does not have to be the contact inventor.

11. What happens after I submit the disclosure?

After submitting the disclosure, please download the PDF version by clicking on the "Download PDF for signature" box and have all the listed inventors and their immediate supervisor to sign. The signed disclosure can then be emailed, faxed or mailed to OTTED.

12. Why do you need all this information?

The information on the disclosure form will assist OTTED in evaluating the invention and completing any required reporting to the federal government. The information also provides OTTED with a basic understanding of your invention.

13. Who do I contact if I need assistance with the website?

Please contact OTTED if you have any questions or problems with the myInvention website. We can be reached at otted@hawaii.edu or (808) 956-9024.

14. Which internet browser can I use?

myInvention works best with the Internet Explorer browser, but you may use Firefox if you prefer. Users have found that the site does not work on Chrome.

Questions?

otted@hawaii.edu • www.hawaii.edu/research/otted

Phone: (808) 956-9024 • Fax: (808) 956-9150

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