Welcome to the New Inventor Portal

In order to access the Innovator Portal you must have a valid UF Gatorlink Account. You will log into the system using your UF Credentials.

If you experience ANY ISSUES with logging in please call our office 352.392.8929 or email techlicensing@research.ufl.edu

First Time User?

If you never logged into the old disclosure site and this is the first time you will log onto the new site, the system will first authenticate your UF identity. Then you will see the Edit Profile Screen. This screen is only visible one time. After your first log in, you can access your profile at any time following the instructions below “Previous User?”

Review the information for accuracy or completeness; the screen appears as:

Previous User?

After the system authenticates your UF identity, you will be taken to your personal dashboard. However, if you want to verify or update your contact information we encourage you to access that from the Left Column Menu under Edit Profile; which appears as:

Moved? Need to Update Personal Information?

You can update your contact information at any point following the steps as a Previous User.

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The new site features a Dashboard that includes a listing of a user’s recent activity items and a side menu of options.

The buttons that appear on the left side of your screen are:

**Dashboard**: your home screen with a list of system actions for a user

**Disclosures**: any disclosures the user has started (draft) or has submitted

**Add New Disclosure**: the page that you will always use to submit a new innovation

**Edit Profile**: the page that you can go to in order to update your personal contact information

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**Disclosures**: Access any disclosures the user has either started (draft) or submitted. If you have disclosures in the system already and you select the Disclosures listing, you can “View” any of the records to see the case history including patents & agreements for the life of the disclosure. You will also be able to access any draft disclosures.

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If you experience **ANY ISSUES** please call our office **352.392.8929** or email **techlicensing@research.ufl.edu**
Ready to Start a New Disclosure?

Choose Add New Disclosure:

IMPORTANT BEFORE YOU BEGIN:

When the User First Selects Add New Disclosure, there is only ONE TYPE of Disclosure at this point. You will choose a category later in the process that will list questions specific to the type of innovation you are describing.
The Disclosure Form

STEP ONE:

The first step in the Disclosure is to answer questions regarding Export Control. If you answer Yes to any of the Export Control Questions, you will need to submit the innovation by a different process; please call our office 352.392.8929 or email techlicensing@research.ufl.edu

If you answer NO, the next screen is to Select the Type of Innovation.

STEP TWO:

Choose a description that fits the type of innovation you are describing. We provide a brief definition of each option available. The option you choose determines the line of questioning that is most appropriate for that type of innovation.

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ADDING INVENTORS:

You can add anyone you think should be included as an inventor or creator of the innovation. This includes UF employed contributors AND non-UF contributors. You will see your own name listed already under the Inventors section of the disclosure.

To add all additional inventors Select Add Inventor

When you select Add Inventor a New Window Appears (IMPORTANT: Contact means Inventors):

Add Inventor

Find Contact by Last Name or First Name: | Search

Save Changes Close

You MUST search for the co-inventor first. You can type the full name of the inventor or a partial name. The system will search the existing records and try to locate a match:

Add Inventor

Find Contact by Last Name or First Name: bryang Search

Jo Bryan
jo.bryangtrc@patentsupportsolutionsllc.com
Patent Support Solutions, LLC

Choose

Add a new Contact if you cannot find the Contact you are looking for.

Save Changes Close

IN THE EVENT THE SEARCH DOES NOT LOCATE THE PERSON YOU WANT TO INCLUDE, YOU HAVE THE OPTION TO ADD A NEW CONTACT (i.e. Inventor) FROM THIS SCREEN.

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SOMETHING COMPLETELY NEW:

REMARKS

You may use the remarks section below to communicate any additional information to the UF | Innovate Office.

The remarks section is an area where you can communicate with your licensing team regarding any questions you have for this disclosure and where the Licensing Team can respond directly to your remark. Any communications the user places in the remarks results in an email to the Licensing Team, and any response provided by the Licensing Team results in an email notice to the user. It is similar to Instant Message communication.

DRAFT

When you start a disclosure but don’t finish it, the information is saved in draft. The Tech Licensing office will not process the disclosure until you hit Submit. In the event that content requires additional user input, the Licensing Team can set the disclosure to draft mode, which allows the user to edit further.