

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:

Edit Profile

Please note that all fields marked with an asterisk (*) are required.

User Name: *
alpadgett

Gender: Female | Prefix: Ms. | First Name: * Adrienne | Middle Name: | Last Name: * Padgett | Suffix: |

Title: Licensing Associate | Main Department: OR-TECHNOLOGY LICENSING | Center Name: | UFID Number: | Nationality: |

Find your Company by Company name: | Search

Selected Company:
UF RESEARCH - TECHNOLOGY LICENSING
PO Box 115575
747 SW 2nd Avenue
Gainesville, FL 32611-5575 United States
 Set as my default Company
[Remove](#)

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.

*If you Experience **ANY ISSUES** please call our office **352.392.8929** or email techlicensing@research.ufl.edu*

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

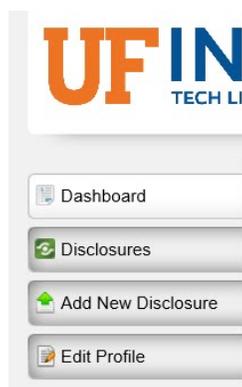
The buttons that appear on the left side of your screen are:

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



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.



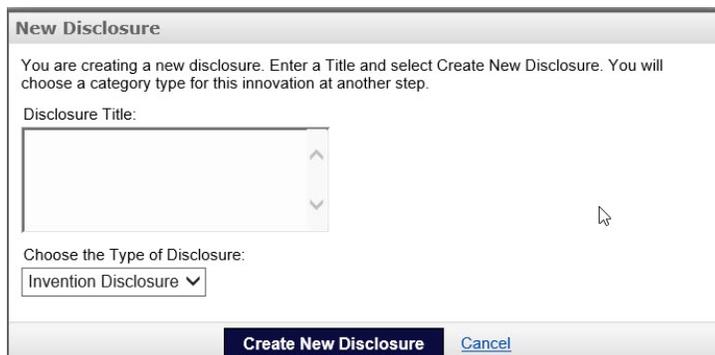
Ready to Start a New Disclosure?

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.

A screenshot of a web form titled 'New Disclosure'. The form contains the following elements: a paragraph of instructions: 'You are creating a new disclosure. Enter a Title and select Create New Disclosure. You will choose a category type for this innovation at another step.'; a text input field labeled 'Disclosure Title:'; a dropdown menu labeled 'Choose the Type of Disclosure:' with 'Invention Disclosure' selected; and two buttons at the bottom: 'Create New Disclosure' and 'Cancel'.

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

Export Control

Please review the statements below to assist us with determining whether or not this disclosure is subject to export or publication control.

This invention or discovery was commissioned by a Department of Defense for a specific military project.

This technology is related to firearms, weapons, explosives, armor or gear for armed forces.

This innovation is for use in Nuclear Reactors or Nuclear Power applications or for the improvements of either.

This discovery is related to any substance(s) that is considered a toxicological agent (including chemical, biological agents or microorganisms) for potential warfare use.

This discovery is related to the improvement of military aircraft, spacecraft, satellite or any non-commercial carriers including navigation, sonar or avionics equipment.

Do any of the statements above apply to this invention or discovery?

If you are unsure whether these conditions may apply, please contact the UF Innovate Office by phone. Do not submit any documentation regarding the innovation through this portal or via email.

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.

Description

Which of the following categories best describes the main focus of your innovation?

- Invention** - Choose this category if you're disclosing something that may be patentable such as a new innovation, new material, a device, some useful process or unexpected discovery, etc.
- Biological Material** - Choose this category if you're disclosing biological material such as antibodies (monoclonal and polyclonal), cell lines, plasmids, vectors, mouse models, etc.
- Software** - Choose this category if you're disclosing computer software, methods that are to be performed by a computer or an 'app' for a mobile device.
- Other** - Choose this category if you're disclosing audio or visual materials, printed material, books, databases, questionnaires, evaluations or anything that could be protected by copyright or trademark registration.

Enabling Description

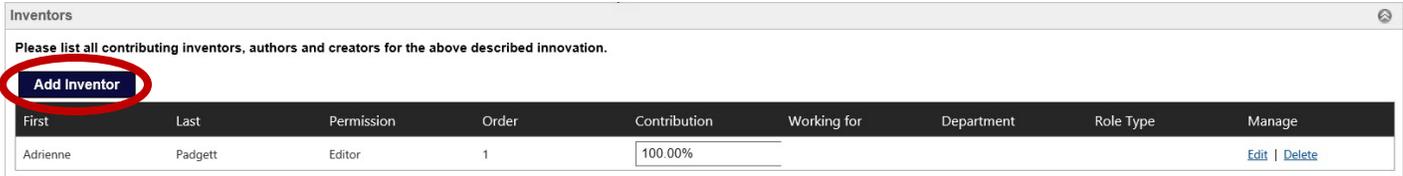
Please list any existing publications or patents you know of that may be relevant to the invention.

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

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



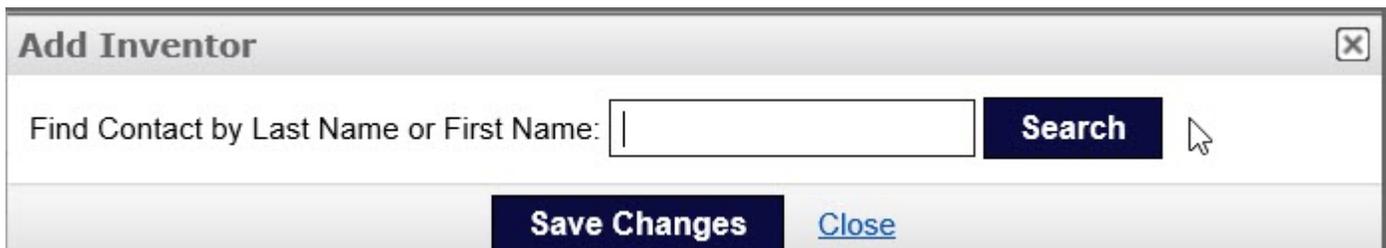
Inventors

Please list all contributing inventors, authors and creators for the above described innovation.

Add Inventor

First	Last	Permission	Order	Contribution	Working for	Department	Role Type	Manage
Adrienne	Padgett	Editor	1	100.00%				Edit Delete

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



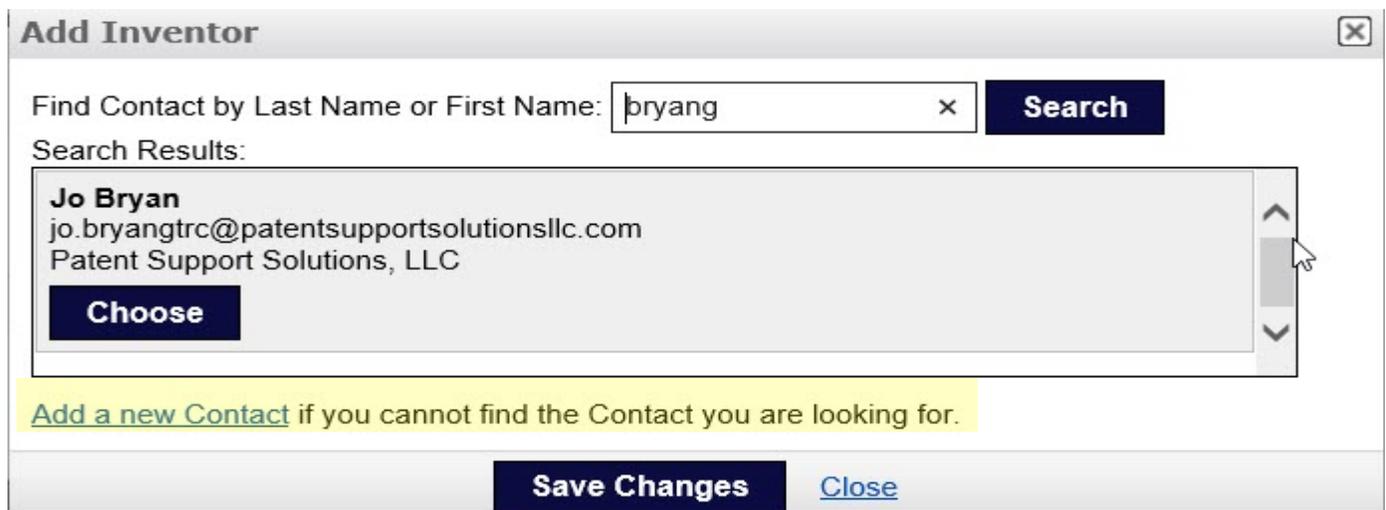
Add Inventor

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:

Search

Search Results:

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.

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

SOMETHING COMPLETELY NEW:

REMARKS

Remarks

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

By	Comment	Created
No remarks to display.		

Add a Remark

Save Remark

Technology

Tech ID	Title	Manager	Status	Disclosure Date	Status Date
---------	-------	---------	--------	-----------------	-------------

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.



Logged in as: Adrienne Padgett
[Logout](#)
[Feedback](#)

Disclosures

Search Type: All Review Stage: Draft Created Date: All

Invention Id	Tech Id	Title	Type	Status	Review Stage	Inventors	All Signatures Received	Entered By	Created Date	Manage
INV-190090		TEST123	Invention Disclosure		Draft	Adrienne Padgett	No	Adrienne Padgett	3/26/2019	View Delete