

SCRIPPS FACULTY

Welcome to UF Innovate Online Disclosure Portal. We've designed this online portal so that the information requested in the disclosure form is similar to the TSRI invention disclosure form.

The online disclosure form allows you to copy from an existing document to paste into the fields. A list of the information you should provide in the form is available on the last page of this document. If you have already filled out a form for TSRI please upload a copy to the documents section of the form.

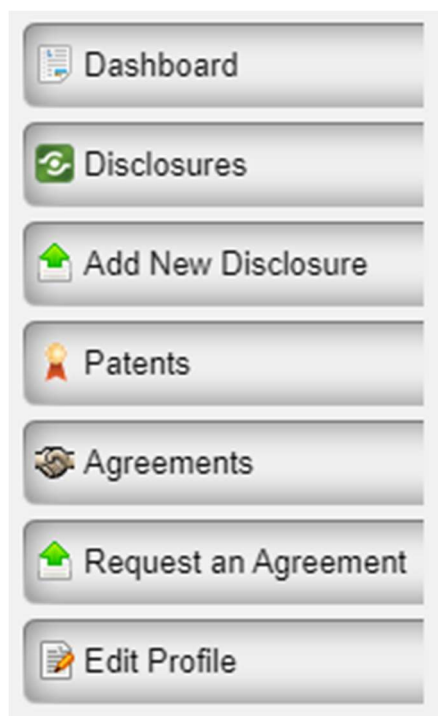
Let's Get Started

Start here: <https://innovate.research.ufl.edu/tech-licensing/inventor-portal/>

Log in using your Gatorlink username and password. Your username is your UFL.EDU email account omitting "@ufl.edu." Your password is the same as when logging into your UFL.EDU email and MY UFL accounts.

Once you've signed in, your account provides access to both the Disclosure and Agreement Portal in one location.

The menu in the left-hand side of the portal, as pictured below, gives you access to the different parts of the portal designed to provide faculty with useful information related to their research and inventions.



Navigation Glossary

- **Dashboard:** A brief description of recent activity in your account
- **Disclosures:** All disclosures you have drafted, submitted, or on which you are listed as an inventor
- **Add New Disclosure:** Takes you straight to the disclosure form
- **Patents:** A listing of any patent applications our office has filed for any innovation on which you are listed as an inventor
- **Agreements:** All MTA and CDA agreements you have requested, received, or on which you are named as a researcher
- **Request an Agreement:** Shortcut to the form for requesting Material Transfer Agreements or Confidential Disclosure Agreements
- **Edit Profile:** Includes your address, email address, phone numbers, etc.

The main page of the portal, pictured below, offers quick access to the various records. Each type of record is in a table that can be exported to Excel for review.



Dashboard

Disclosures

Add New Disclosure

Patents

Agreements

Request an Agreement

Edit Profile

Welcome to Inventor Portal

Dashboard

Recent Activity

No recent activity to display.

1

Page size: 10

Disclosures

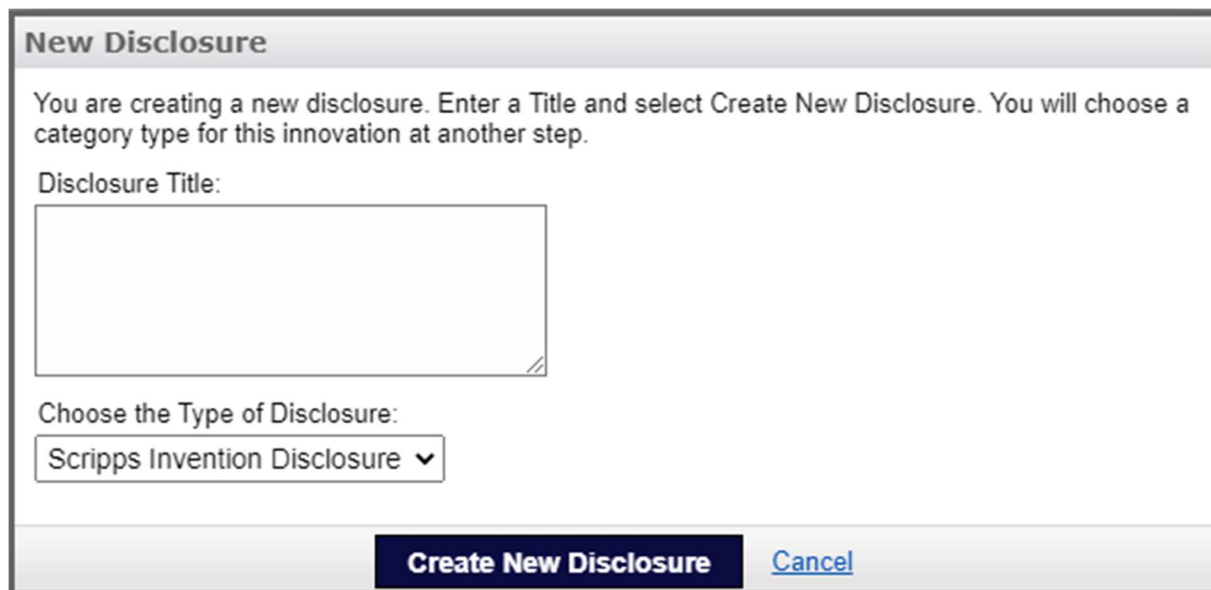
Search

Type: AllReview Stage: All

Invention ID	Tech ID	Title

Ready to disclose?

Choose the “Add New Disclosure” button from the menu at left. A window will pop up asking you to insert a title and choose a disclosure type. You will select **Scripps Invention Disclosure**. Then select “Create New Disclosure.”



The image shows a dialog box titled "New Disclosure". Inside the dialog, there is instructional text: "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." Below this text, there is a label "Disclosure Title:" followed by a large, empty text input field. Underneath the input field is a label "Choose the Type of Disclosure:" followed by a dropdown menu. The dropdown menu currently displays "Scripps Invention Disclosure" with a downward-pointing arrow. At the bottom of the dialog, there are two buttons: a dark blue button with the text "Create New Disclosure" and a light blue button with the text "Cancel".

We’ve used a format similar to the TSRI disclosure form. You can copy and paste into the disclosure form. You can also save what you’ve added and return later to complete the disclosure form, if needed.

This is the information you'll need:

- Detailed description of the invention
- Utility
- Advantages
- Stage of development
- Further development plan
- Additional experimental data
- Public presentation information
- Inventor information (name/home address/institution/citizenship/phone-email)
- Relationship to prior disclosures with TSRI
- Information regarding materials used in creation, possible Material Transfer Agreement and/or material ownership
- Funding or financial support from federal and non-federal sources

You may attach supporting documents (PDF, word, pst, ppt, etc.) directly to the disclosure for inclusion and review. You can also ask our office a question within the Remarks section of the form. We can respond directly on the disclosure.

Once you *Submit* the disclosure to UF Innovate, a member of our team will contact you with more information and request to set up a meeting to discuss the invention in more detail.