Inventors’ Portal User Guide

Inventors can request an account by visiting the Inventor Portal site. All users are directed to log in using their OHIO ID and password. If you have not logged in to the Inventor Portal previously and do not have an account, you will be prompted to request an account. The Inventors’ Portal admin will be notified when an account is requested and can approve or deny it.

Once the account is approved, you can log in and view any previous disclosures you may already have and any recent changes on submitted disclosures on your Dashboard. Alternatively, you can enter a Disclosure.

Dashboard

The dashboard allows the user to see any recent changes to submitted disclosures including documents added or modified by other inventors on the disclosure or provided by the Technology Transfer Office. A link to view disclosures in various stages of approval is on the right side of the screen and navigation to other functionality inside the portal is on the left.

My Disclosures

Previously submitted disclosures may be viewed in the portal. Disclosures submitted in paper may not have the full details available, but any patents filed on the disclosure and agreements related should be listed in the display. PDF copies of issued patents and publications of patent applications if the patents have yet to be granted are available to download from the “Documents” section.
Creating a new Invention Disclosure

Click the “Add New Disclosure” tab.

When the window appears, type a title into the field and select the disclosure type from the dropdown list.
Your Disclosure will be saved as a draft until you are ready to submit it to the TTO.

**Inventors:**

Use the Add Inventor button to add co-inventors, developers or authors, if necessary:

You can search for active inventors, or add a new Contact.

The new contact form requires the following information at minimum:

- First and last name
- Department
- Email address

The more complete the information is, the better.

**Invention Category:**
These fields help us direct the disclosure to the appropriate commercialization manager for review. Please check all that are appropriate.

**Funding:**

Using the Add Funding button, add any grants that funded the IP being disclosed. You can search for funding institutions or add new ones. Please also include the Uniterm number, if possible.

**External Data/Materials**

If external data or materials were involved, please mark the appropriate boxes. If further information is needed, the section will expand.

**Disclosure:**

Please share any information about the date of conception and any public disclosures that may have occurred. Detailed records are useful, so any comments or information that explains disclosures, presentations, publications or the like are encouraged.

**Prior Art:**

Please describe all background research and prior art you have found. If further information is needed, the section will expand.

**Invention Data:**

These sections of the disclosure help our commercialization managers understand the technology being disclosed. Please be as complete as possible. You may upload extra documentation if necessary.

**Marketing Targets:**

If you know of commercial entities that may be interested in your discovery, please share them along with any keywords that may help our commercialization managers find companies that may have an interest in your technology.

**Subscribers**

Subscribers are contacts who may receive emails from the inventor portal regarding the disclosure’s status. In some cases, they may be users of the portal who can view your disclosure, but who cannot edit. They can see the status and documents and provided information only.

**Edit Profile**

This section can be used to provide the Tech Transfer office with your most up to date contact information.