



Web-based Invention Disclosure Procedure

OTM uses Sophia, a Wellspring product, to manage all aspects of its technology transfer responsibilities. Sophia offers the capability to have a web-based invention disclosure process so that your invention disclosures are entered directly into Sophia upon submission of your disclosure and approval by OTM. You will still receive an acknowledgement email from OTM, indicating that your disclosure has been received and approved.

Sophia also offers you the capability to see your inventions, patent applications filed, marketing activities undertaken, and investment into the patent application filing and patent prosecution.

Follow the steps below to submit your invention disclosure to OTM:

STEP 1: Go to <https://uta.wellspringsoftware.net> to login to Sophia. Login by entering your username and password where indicated.

If you do not have a login ID and password for Sophia, email OTM@UTA.EDU to obtain one.

The first thing you will need to do after you log in for the first time is change your password. To change your password, click on “Settings”, which appears just under your name at the top right of the page. On the settings page, click on the paper icon with the pencil on top that is all the way to the right on the



line under your name on the main part of the page. (See picture below). Scroll down from there to change your password.

Teri Schultz

Details



STEP 2: If you are not already on your Home Page, click on the “Home” tab at the top left of the page. On your Sophia Home Page, in the “**Tasks**” table on the upper right side, click on “**New Disclosure**”.

Sophia
Knowledge Management System

Welcome, Lokeshwar Mohanraj!
Settings | Logout

HOME

Welcome, Lokeshwar Mohanraj

Inventor Homepage ✎

No.	Title	Disclosure Date	Disclosure Status	Inventors
2015-061	test	Jul 31, 2015	Disclosure received	☆ Lokeshwar Mohanraj venkatesh srinivasan

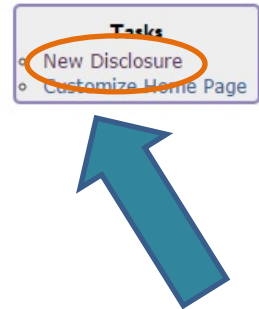
Inventor Agreements ✎

You have no Agreements in the system.

Your Online Disclosures ✎

No.	Name	Create Date	Status
D2015-0010	test	Jul 31, 2015 3:20 PM	Approved
D2015-0004	test as inventor	Jul 13, 2015 2:13 PM	Under Review

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STEP 3: On the first page of the online disclosure form, in the boxes indicated, enter the title of your technology, and a brief description of the technology (like an abstract).

This page asks whether there has already been a public disclosure by asking you to indicate the date and circumstances of such disclosure. If there has not been a public disclosure, you may leave this blank.

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

New Disclosure: Details

Disclosure Status In Progress
* indicates a required field

Title*

Disclosure Type* Online Disclosure

Description

First Public Disclosure - MON - - DAY -

Circumstances of Disclosure

Suggested Keywords

Attached Documents
No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File



If you have a draft manuscript or any other written material relating to the technology or describing the technology, you can upload it into your online disclosure form. You will be able to upload the document(s) at any point during the disclosure process.

When you have finished filling in the relevant information, click on “**Next Step**” at the bottom of the page.

STEP 4: The second page of the online disclosure form allows you to enter information regarding people who were involved with the research that led to the creation of the technology. Enter at least the first and last name, as well as an email address, for each person connected to the research. Click “**Add to List**” after entering the information for each person. The form will reset after you click the “Add to List” icon.

NOTE: This is not an indication of who the inventors are. Inventorship is a legal determination that will be made once a patent application has been drafted and claims have been written.

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

Edit Disclosure D2015-0007: Researchers

Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*

[Add to List](#)

Researcher List

Add Researchers by Entering Data
Above.

[Next Step](#)



As researcher names are added to the list, the names will appear in the “**Researcher List**” at the bottom of the page. Notice that you will have the opportunity to indicate a lead researcher.

If the people involved in the technology have already reached an agreement with respect to distribution of proceeds should the technology result in a marketed product, you can indicate those percentages in the Researcher List as well. Simply enter each percentage where indicated. If you have not reached an agreement with respect to distribution, you can leave those percentages at 0.00% for the time being. We can set those percentages within Sophia at any time.

Edit Disclosure D2015-0007: Researchers

Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address* x

Add to List

Researcher List

Lead	% Contribution	Name	Organization	E-Mail
<input type="radio"/>	0.000 %	john doe	None	jdoe@hotmail.com x
<input type="radio"/>	0.000 %	sally smith	None	ssmith@hotmail.com x

Next Step



A sample of the Researcher page with Lead Researcher indicated and percentages filled in is below, for your information and convenience.

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

Edit Disclosure D2015-0008: Researchers

Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*

[Add to List](#)

Researcher List

Lead	% Contribution	Name	Organization	E-Mail	
<input type="radio"/>	25 %	John Doe	None	jdoe@hotmail.com	✘
<input checked="" type="radio"/>	65 %	Jane Jones	None	jjones@hotmail.com	✘
<input type="radio"/>	10 %	Sally Smith	None	ssmith@hotmail.com	✘

[Next Step](#)

Once you have completed filling in Researcher names, click on the “**Next Step**” icon.

STEP 5: On the third page of the disclosure form, you have the opportunity to indicate whether any external funding, either Federal or private or otherwise, was used to support the creation of the technology. OTM requires this information in order to satisfy reporting obligations to federal funding agencies and/or industry partners who have provided funding to support the research.



If the research from which the disclosed technology resulted was not supported by any funding, check the box next to “**This disclosure used no external funding**” in order to be able to advance to the fourth page of the disclosure form.

Edit Disclosure D2015-0007: Funding

Sponsor Information

* indicates a required field, if no external funding was used, check the box below.

Sponsor Name*

Country*

Contract Number*

Please include any contact information for the sponsor.
e.g. Contact name, phone number, e-mail address.

Contact Information

[Add to List](#)

Sponsor List

Add Sponsors By Entering Data Above

This disclosure used no external funding

[Next Step](#)

STEP 6: On the fourth and final page of the online disclosure form, you will provide additional information regarding the technology as indicated.

It is very important that you let us know if a manuscript will be published soon or if you are planning to present information regarding the research at a conference or other meeting in the near future.



If the answer to the question regarding whether there will be any publication or presentation of the research within the next four months is no, but later you submit a manuscript or agree to present the research at a conference or other meeting, **please email OTM at OTM@UTA.EDU to inform us of the upcoming date of public disclosure.** It is very important that we have this information in order to preserve the University's rights in the technology.

Edit Disclosure D2015-0008

Please attach any related electronic documents at the bottom of the page.

Survey Questions

* indicates a required field

Briefly describe what the intellectual property is and why you consider it to be novel, non-obvious, and useful.

Have the research results been publicly disclosed in any form (including public presentation, meeting abstract/poster, scientific publication, thesis publication, etc.)?

- Yes
 No

If "yes", please provide details, including the date (dd/mm/yyyy) and the publication/disclosure type

Is a publication or other disclosure planned in the next four (4) months?

- Yes
 No

Where was the work performed?

Have you been engaged in any consulting work with any organization, including any commercial entity related to the invention? If yes, please provide details of such services.

Attached Documents



When you have completed the fourth page of the disclosure form, click the “Next” icon at the bottom of the page. You will receive an indication that your disclosure has been submitted. The track code provided applies only to your disclosure. Once approved by OTM, your disclosure will receive a separate Invention Disclosure number, which will be reported to you by OTM.

The screenshot shows the Sophia Knowledge Management System interface. At the top, there is a navigation bar with the Sophia logo and the text "Sophia Knowledge Management System". On the right side of the navigation bar, it says "Welcome, Lokeshwar Mohanraj!" and "Settings | Logout". Below the navigation bar, there is a "HOME" link. The main content area starts with a "Welcome, Lokeshwar Mohanraj" message, followed by a confirmation message: "Your Disclosure Track Code: D2015-0012 has been submitted." This message is highlighted with an orange oval. Below this, there are three sections: "Inventor Homepage", "Inventor Agreements", and "Your Online Disclosures". The "Inventor Homepage" section contains a table with columns: No., Title, Disclosure Date, Disclosure Status, and Inventors. The "Your Online Disclosures" section contains a table with columns: No., Name, Create Date, and Status.

No.	Title	Disclosure Date	Disclosure Status	Inventors
2015-061	test	Jul 31, 2015	Disclosure received	Lokeshwar Mohanraj venkatesh srinivasan

No.	Name	Create Date	Status
D2015-0012	OTM test1	Jul 31, 2015 4:04 PM	Under Review
D2015-0011	OTM test	Jul 31, 2015 3:56 PM	Under Review
D2015-0010	test	Jul 31, 2015 3:20 PM	Approved
D2015-0004	test as inventor	Jul 13, 2015 2:13 PM	Under Review



OTM will be notified that a new invention disclosure has been received. OTM will verify certain information and approve the disclosure. Upon approval of the disclosure, you will receive an email acknowledging OTM's receipt of the disclosure, providing the technology ID number assigned to the disclosure and requesting a kick-off meeting with the inventors. **You should receive email acknowledgement of receipt of your disclosure within one business day after its submission.**

If you have problems with the form or the process, please email OTM at OTM@UTA.EDU, or call 817-272-6269.

Thank you for submitting your disclosure to the OTM! We look forward to working with you.