Inventor Portal
User Guide
for
Faculty & Researchers
1. Use your UH username and password to login to the inventor portal.
2. Answers to frequently asked questions are available here.
3. Click here to download a fillable Microsoft Word version of the disclosure form.
4. Click “Add New Disclosure” to start a new invention disclosure form.

5. Type in the title of your invention. Then click “Create New Disclosure”. The title can be edited in the form after it is created.

**Currently there is only one type of disclosure. OTTED is developing a separate disclosure form for copyright material for future use and will announce when this form is available.
6. Section I: UH Information

Type in the name of the inventor who will be the main contact with OTTED, as well as your immediate supervisor (Department Chair, Director or Dean). The immediate supervisor for all inventors will need to review and sign the form before sending it to OTTED.

7. Section II: Declaration of Ownership

Select the option that best describes the circumstances of the discovery or invention development. If you select the second option (personal or private research), the disclosure will be reviewed according to UH policy (EP 12.205 Administration of the Patent and Copyright).

For any questions about University policies regarding Patents and Copyrights, please visit www.hawaii.edu/research/uh-ip-policies or contact OTTED at otted@hawaii.edu.
8. Section III: Description
The information in this section will be used to begin the OTTED evaluation process. The first field is required. You may include links in the text boxes to add to the description.

**Be sure to provide a complete description of your invention. A complete description means that someone in the field could duplicate your invention based on the description.

9. Section IV: Public Disclosure
Click “Add Row” to start adding any publications about your invention. You may add as many rows as you need. Public disclosures are any non-confidential communication about your invention that someone in the field could use to duplicate your invention.
10. Section V: Funding
Click on the “Add Row” button to add any grants, contracts, sub-contracts, material transfer agreements, etc. that funded the research leading to your invention. Provide as much information as you can. OTTED will work with ORS to obtain any missing information.

11. Use the “Add Inventor” button to add all the inventors who contributed to this invention. The first listed inventor is the person who created the disclosure. Use the search function to select co-inventor(s). If the inventor is not found, you may add their information by clicking “Add a new Contact”. If there is more than 1 inventor, you will need to edit the contribution percentage for the first inventor before entering the contribution for other inventors.

**An inventor is someone who conceived an essential element of the invention. Please contact OTTED if you have questions about who should be included as an inventor.**
12. Interest & Marketing Targets are leads to industries or companies that may be interested in your invention.

Interests are the different industries or fields in which your invention may be used. After clicking the add button, you may select from the provided interest list or add a new interest that best describes the industry or field.

Marketing targets are companies or contacts you know of that would be interested in your invention. Use the search function to find the contact and/or company you would like to add. If the company is not found, you may use the “Add a new Company” link to add them to your disclosure.
13. Upload documents or files you would like to submit with the disclosure. The total size of all your documents cannot be more than 10 MB. If you have additional documents you would like to submit, please email them to otted@hawaii.edu and put the Disclosure ID found at the top of the form in the subject line. OTTED will manually link these documents to your disclosure.

14. Remarks can be used to communicate with OTTED or your co-inventors. Please be aware that anyone with access to this disclosure will be able to see these comments. Do not include any confidential information here. You may also contact OTTED or one of our Licensing Associates if you have any questions.

15. Subscribers are non-inventors that you would like to give access to the disclosure. Subscribers will be notified of any status changes, edits or remarks that are added to the disclosure.
16. You will be able to track the progress of all your disclosures here. You will be able to see:
   a. All submitted disclosures & their statuses
   b. Manager of each disclosure
   c. All filed patent applications & their statuses
   d. All agreements related to your submitted disclosures & their statuses

17. If you have not finished or want to make edits later, click the “Save as Draft” button. This will save any work you have done on the form and allow you to come back to finish or make any changes to the form before submitting it to OTTED. You cannot make any changes once the form is submitted.

18. If you have completed the form and have no other edits or revisions, click “Submit to OTTED”. This will alert OTTED that a disclosure has been submitted.

19. Click the “Download PDF for signature” to download a PDF version of your disclosure for all listed inventors to sign. Then send the form to your Department Chair, Director or Dean to sign. The signed form should then be sent to OTTED. The signed form can be sent via email to otted@hawaii.edu, through Campus Mail or dropped off to our office in Sinclair 10.
Frequently Asked Questions about the Inventor Portal

1. How can I get access to myInvention?
   
   As long as you have a UH username and password, you can access myInvention. If it is the first time you are logging in, you will need to enter your contact information.

2. How many documents can I upload for a disclosure?
   
   You may upload as many documents as you want, up to a total size of 10MB. Any documents over 10MB can be emailed directly to OTTED at otted@hawaii.edu. In the subject line, please reference the Disclosure ID found at the top of the form.

3. What type of documents/files can be uploaded?
   
   You may upload MS Word, MS Excel, MS PowerPoint, PDF, jpeg and png files.

4. What happens if I accidentally submit the disclosure before I’m done?
   
   Please contact OTTED at otted@hawaii.edu or 956-9024. We can change the disclosure back to draft status so you may continue editing. Please reference the Disclosure ID when contacting us. We will let you know once the status is changed so you may continue editing the disclosure.

5. What are “interests”?
   
   Interests are key words that are associated with your invention.

6. What are “marketing targets”?
   
   Marketing targets are companies or people who you think may be interested in your invention. OTTED will use these as a starting point in the marketing process, which is one part of OTTED’s evaluation process.

7. What are “remarks”?
   
   Remarks can be used as comments or notes for OTTED about your invention. You may also use the remarks as a way to communicate with OTTED. Remarks cannot be deleted once saved. **Caution: Everyone who has access to view the disclosure will see the remarks. Please do not leave any confidential or sensitive information in the remarks section.**

8. How many interests or marketing targets can I add?
   
   You may add as many interests or marketing targets as you want. However, each interest or marketing target will need to be added one at a time.
9. What if I don’t know the grant number?

You may leave the grant number field blank. Please provide as much information as possible about the grant or award. OTTED will work with ORS to get the correct grant or award number.

10. What does “order” mean in the inventor section?

The order of the inventors is used for administrative tracking. By default, the person creating the disclosure is listed as “1” in the order and is referred to as the “Lead Inventor”. You may change the order and contribution percentage of each inventor. The Lead Inventor does not have to be the contact inventor.

11. What happens after I submit the disclosure?

After submitting the disclosure, please download the PDF version by clicking on the “Download PDF for signature” box and have all the listed inventors and their immediate supervisor to sign. The signed disclosure can then be emailed, faxed or mailed to OTTED.

12. Why do you need all this information?

The information on the disclosure form will assist OTTED in evaluating the invention and completing any required reporting to the federal government. The information also provides OTTED with a basic understanding of your invention.

13. Who do I contact if I need assistance with the website?

Please contact OTTED if you have any questions or problems with the myInvention website. We can be reached at otted@hawaii.edu or (808) 956-9024.

14. Which internet browser can I use?

myInvention works best with the Internet Explorer browser, but you may use Firefox if you prefer. Users have found that the site does not work on Chrome.

Questions?

otted@hawaii.edu  •  www.hawaii.edu/research/otted

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