Web-based Disclosure Procedure

The Innovation Gateway (IG) office uses the Sophia database to track and manage all aspects of its technology transfer activities. Sophia offers us the capability to have a web-based disclosure process so that your invention disclosures are entered directly into Sophia upon submission of your disclosure and review by IG. If additional information is needed before we are able to proceed with your submission you will be contacted shortly. Otherwise, you will receive an acknowledgement email from IG, indicating that your disclosure has been accepted.

Sophia also offers you the ability to review the current status of your disclosed technology as it moves through the office.

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

STEP 1: Go to https://signon.ovpr.uga.edu/ to login to Sophia. Login by entering your UGA username and password where indicated. (Note: Sophia Testing is a site used to evaluate new processes and is not available to users outside the IG group.)

STEP 2: After logging into Sophia, 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”. See picture on following page.
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.

However, if a public disclosure took place please, be sure to indicate so and to add copies of any pertinent manuscripts, presentations, posters and/or thesis, accompanied by respective dates of disclosure. This information is not only important for our analysis, but it is also required under patent law.

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 (see bottom of next picture). You will be able to upload the document(s) at any point during the disclosure process. You can also upload other types of documents in addition to draft manuscripts that you feel would be helpful in our evaluation such as grant applications, data files, PPT, etc.

A complete, detailed, manuscript-style description of your invention, including all you experiments, data, analysis, conclusions and references is necessary for us to consider both the patentability and market potential of your invention. Providing this at the time of disclosure will avoid delays
in processing of your invention.

**If you are disclosing software,** we will likely need a copy of code in human readable format, as well as screenshots of the user interface windows.

**If you are disclosing a research tool (chemical or biological material),** copies of existing publications (of any type) describing the material will be enough.

To disclose any other type of material (e.g., artwork, images, manuals, books, etc.), please contact Gateway@uga.edu and a member of your team will assist you.

It is very important that you let us know if a manuscript describing the invention 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. This information can be identified in the **Circumstances of Disclosure** text box.

**See picture on following page.**

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

Disclosure Status: In Progress
* indicates a required field

Title:

Disclosure Type: Online Disclosure

Description:

First Public Disclosure: [Select Date]

Circumstances of Disclosure:

Suggested Keywords:

Attached Documents
No files uploaded

Please Attach Any Documents Relevant To This Disclosure
File [Browse...]

[Attach File]

[Next Step]
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. Identify all potential inventors including those not at UGA. 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.

Edit Disclosure D2015-0007: Researchers

Please add researchers by entering data above.
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 Net Revenue, 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. **UGA’s Intellectual Property Policy is that all UGA inventors share equally in any invention proceeds unless otherwise agreed by all inventors.** We can set those percentages within Sophia at any time.
A sample of the Researcher page with Lead Researcher indicated and percentages filled in is below, for your information and convenience.

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. IG 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. This information is required by law (federal funding and some state programs) or contract (other sources). Failure to provide this information may cause issues between you and the funding source. Please, make sure you provide the award number (Federal funding) and not a UGA research account number.

If your work was supported by internal funds (e.g., new faculty startup funds, funds from UGA, UGARF or another foundation associated with UGA), this information should also be entered here.

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

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 the submission is reviewed for completeness and accepted by IG, your disclosure will receive a separate Invention Disclosure number, which will be reported to you by IG.
When you submit a disclosure, IG will be notified that a new invention disclosure has been received. We will then verify certain information and approve the disclosure. Upon approval of the disclosure, you will receive an email acknowledging IG’s receipt of the disclosure, providing the technology ID number assigned to the disclosure and any next steps that will occur.

**If you have problems with the form or the process, please email IG at GATEWAY@UGA.EDU, or call 706-542-1404.**

Thank you for submitting your disclosure to the Innovation Gateway. We look forward to working with you.