



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.)

University of Georgia homepage



Innovation Gateway
Office of Research
UNIVERSITY OF GEORGIA

Applications

Below is a list of applications for which we provide authentication. Click on an application to sign in.

- [Sophia](#)
- [Sophia Testing](#)

Session Status

No active session was found. You are currently signed out.

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.



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

Tasks

- New Disclosure
- Customize Home Page

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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.

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*

Description

First Public Disclosure

Circumstances of Disclosure

Suggested Keywords

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

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.

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 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.

Edit Disclosure D2015-0007: Researchers

Researcher Information

* indicates a required field

First Name*	<input type="text" value="jane"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="jones"/>
Organization	<input type="text"/>
Please provide a valid e-mail address.	
E-Mail Address*	<input type="text" value="jjones@hotmail.com"/>

Add to List

Researcher List

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

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. 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.



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.

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.



HOME

Welcome, Lokeshwar Mohanraj

Your Disclosure Track Code: D2015-0012 has been submitted.

Inventor Homepage

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

Tasks

- New Disclosure
- Customize Home Page

Inventor Agreements

You have no Agreements in the system.

Your Online Disclosures

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



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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.