



## Electronic Disclosure Procedure

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

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

**Step 1:** Login with your myUTSA ID and Password.



The University of Texas at San Antonio™

Login to  
**utsa.wellspringsoftware.net**


myUTSA ID

Password

Login

- > [Forgot your password?](#)
- > [Need Help?](#)
- > [Acceptable Use Policy](#)

**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 below.



**Sophia**  
Knowledge Management System

Welcome, Roland Vasquez!  
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Home

Welcome, Roland Vasquez

Inventor Homepage  
You have no Inventions in the system

Your Online Disclosures

No.	Name	Status	Create Date
D2020-0007	Office Test	Under Review	Jan 28, 2020 7:33 AM
D2020-0006	Office Test	In Progress	Jan 28, 2020 7:11 AM
D2020-0005	Test Invention	In Progress	Jan 13, 2020 7:59 AM

Tasks

- New Disclosure
- Customize Home Page

**Step 3:** On the first page of the electronic 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.

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.

**Please upload and attach all documents relevant to the disclosure on bottom of page.**

To disclose any other type of material (e.g., artwork, images, manuals, books, etc.), please contact [oci@utsa.edu](mailto:oci@utsa.edu) or call 210-458-5197 and a member of our team will assist you.

The screenshot shows the 'New Disclosure: Details' form in the Sophia Knowledge Management System. The form is set against a yellow background with a blue header. The header includes the Sophia logo (a lighthouse) and the text 'Sophia Knowledge Management System'. A blue navigation bar at the top right contains a 'Home' link. On the right side of the form, there are three icons with labels: 'Details' (checked), 'Researchers', and 'Fundi'. The form itself is titled 'New Disclosure: Details' and includes a note: 'If you have any questions, please contact OCI.' Below this, there are several input fields: 'Title\*' (containing 'Office Test'), 'Disclosure Types\*' (a dropdown menu showing 'Online Disclosure'), 'Description' (a large text area), 'First Public Disclosure' (with dropdowns for 'Jan', '1', and '2020'), 'Circumstances of Disclosure' (a text area with the placeholder 'Published in..., presented in...'), and 'Suggested Keywords' (a text area with the placeholder 'office, test, ...'). A legend on the left indicates that an asterisk (\*) denotes a required field.

**Step 4:** The second page of the electronic 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 the first and last name, an email address, and an organization for each person connected to the research. **Identify all potential inventors including those not at UTSA.** Click **“Add to List”** icon after entering the information for each person. The form will reset after you click the 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.

The screenshot shows the Sophia Knowledge Management System interface. At the top, there is a header with the Sophia logo, a welcome message for Roland Vasquez, and links for Favorites, Settings, and Logout. Below the header is a navigation bar with tabs for Home, Records, Contacts, Marketing, Financial, Reports, Research (highlighted), and Help Center. The main content area is titled "Edit Disclosure D2020-0007: Researchers". It contains a "Researcher Information" section with input fields for First Name\*, Middle Name, Last Name\*, Organization, and E-Mail Address\*. A note indicates that an asterisk (\*) denotes a required field and that a valid email address should be provided. An "Add to List" button is located to the right of the input fields. Below this is a "Researcher List" section, which currently displays "No Disclosure Researchers". A "Next Step" button is located at the bottom right of the list section.

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 in the **“% Contribution”** section. Simply enter each percentage where indicated.

**UTSA’s Intellectual Property Policy is that all inventors share equally in any invention proceeds unless otherwise agreed by all inventors.**

**See picture on the next page**



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### Edit Disclosure D2020-0012: Researchers

☒ Details
 ☒ Researchers
 ☐ Funding
 ☐ Questions
 ☐ Confirm

If you have any questions, please contact OCI.

**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 checked="" type="radio"/>	75.00	Roland Vasquez	University of Texas at San Antonio	roland.vasquez@utsa.edu	✕
<input type="radio"/>	25.00	John Doe	Southwest Research Institute	john.doe@swri.org	✕

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. OCI 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 UTSA research account number.

If your work was supported by internal funds (*e.g.*, new faculty startup funds, funds from UTSA or another foundation associated with UTSA), 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 next page of the disclosure form.



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### Edit Disclosure D2020-0012: Funding

☐ Details
 ☒ Researchers
 ☒ Funding
 ☐ Questions
 ☐ Confirm

If you have any questions, please contact OCI.

If the research was developed with any grant (federal agencies, foundations, etc.), industry research contract funds, or other sponsor's funds, please list below.

**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 page of the online disclosure form, you will provide additional information on the Survey Questions regarding the technology as indicated. After you have answered all the questions, please print out the **Inventors Signature Form** and have all inventors complete and sign. Scan and upload the form along with any additional documents relevant to the disclosure.

When you have completed this page of the disclosure form, click the **“Next”** icon at the bottom of the page. You will be routed to confirm the disclosure.



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**Edit Disclosure D2020-0012: Questions**

☒ Details ☒ Researchers ☒ Funding ☒ Questions ☐ Confirm

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

If you have any questions, please contact OCI.

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.

Please print out signature form for all inventors to sign, after signatures are done upload form into the documents.

[Download Inventors Signature Form.pdf](#)


Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File  No file chosen

**Step 7:** After everything entered in confirmed click the “Submit for Approval” icon.



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## Disclosure D2020-0012: Confirm

☒ Details☒ Researchers☒ Funding☒ Questions☒ Confirm

If you have any questions, please contact OCI.

 **Notice**

Please review your information.

Please ensure that all the following Disclosure information is correct.

[Print a copy](#)

When your information is correct press "Submit for Approval"

Submit For Approval

Details

Print a copy of this Disclosure Edit this Disclosure

Track Code

D2020-0012

Disclosure Type

Online Disclosure

Disclosure Status

In Progress

First Public Disclosure

Jan 1, 2020

Circumstances of Disclosure

Published in..., presented in...

Suggested Keywords

office, test, ...

Description

Description...

Name

Office Test

Created By



Roland Vasquez on Feb 24, 2020 1:34 PM

Modified By

Roland Vasquez on Feb 24, 2020 1:59 PM

Disclosure Researchers

Add Researchers to this Disclosure

Share	Name	Organization	E-Mail	Signoff/By
25.00 %	John Doe	Southwest Research Institute	john.doe@swri.org	<input type="checkbox"/> None 
★ 75.00 %	Roland Vasquez	University of Texas at San Antonio	roland.vasquez@utsa.edu	<input type="checkbox"/> None 

Funding/Sponsor

Add Funding to this Disclosure

Organization	Contract Number
National Science Foundation	1234567890

Disclosure Questions

Edit Specific Answers

Survey

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

none

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

none

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

none

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

none


Where was the work performed?

none

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.

none

Related Files

+ 

No Files

Submit For Approval

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 OCI, your disclosure will receive a separate Invention Disclosure number, which will be reported to you by OCI.

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Global Search →

Home Financial Marketing Reports **Research** Help Center

**Welcome, Roland Vasquez**

Your Disclosure Track Code: D2020-0007 has been submitted.

**Inventor Homepage**  
You have no Inventions in the system

**Your Online Disclosures**

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D2020-0007	Office Test	Under Review	Jan 28, 2020 7:33 AM
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**Tasks**

- Add Agreement
- Add Invention
- Add Project
- Add Organization
- Add Person
- New Disclosure
- Customize Home Page

When you submit a disclosure, OCI 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 OCI'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 our office at [oci@utsa.edu](mailto:oci@utsa.edu), or call 210-458-5197.**

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