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.



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.



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.

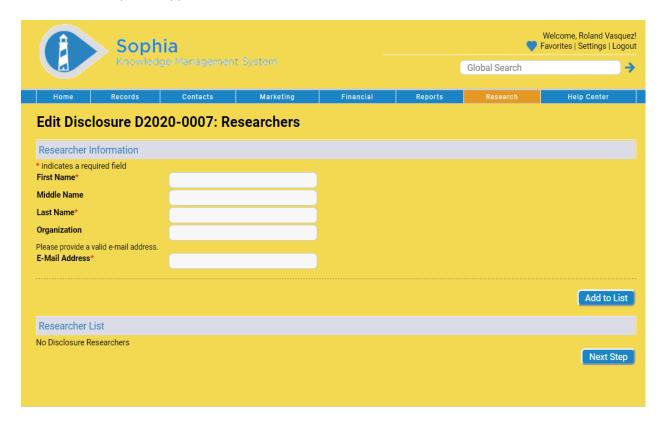
Please upload and attach all documents relevant to the disclosure on bottom of page.

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



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.



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.

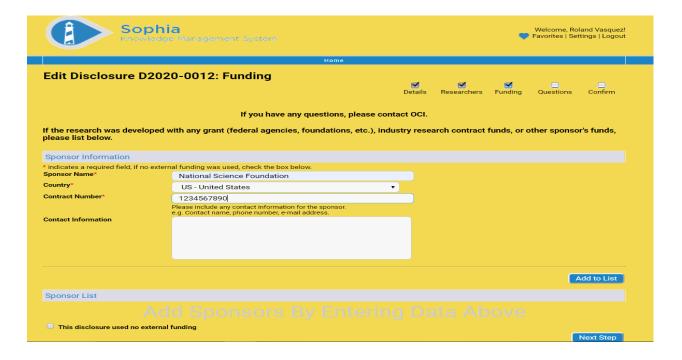
See picture on the next page

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

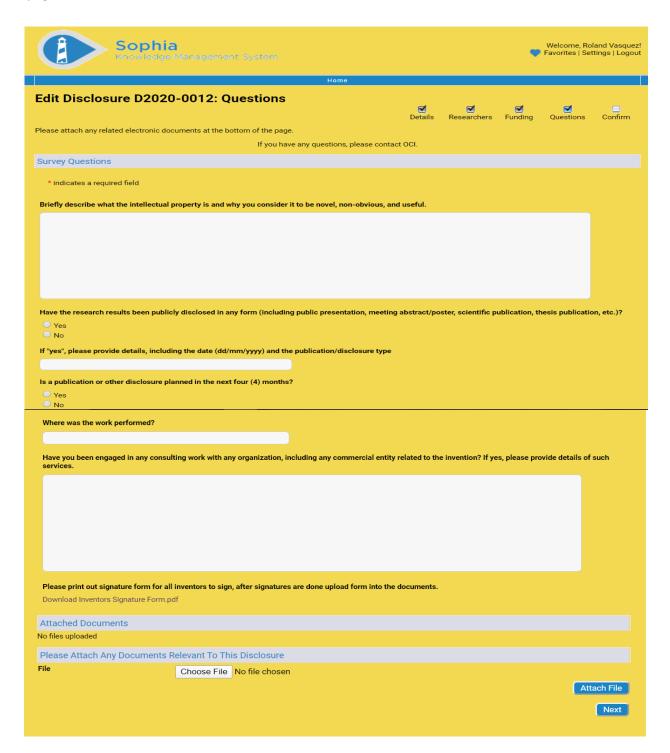
Step 5: On the third page of the disclosure form, you have the opportunity to indicate whether any external funding, either Federal or private or otherwise, was used to support the creation of the technology. OCI requires this information in order to satisfy reporting obligations to federal funding agencies 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.

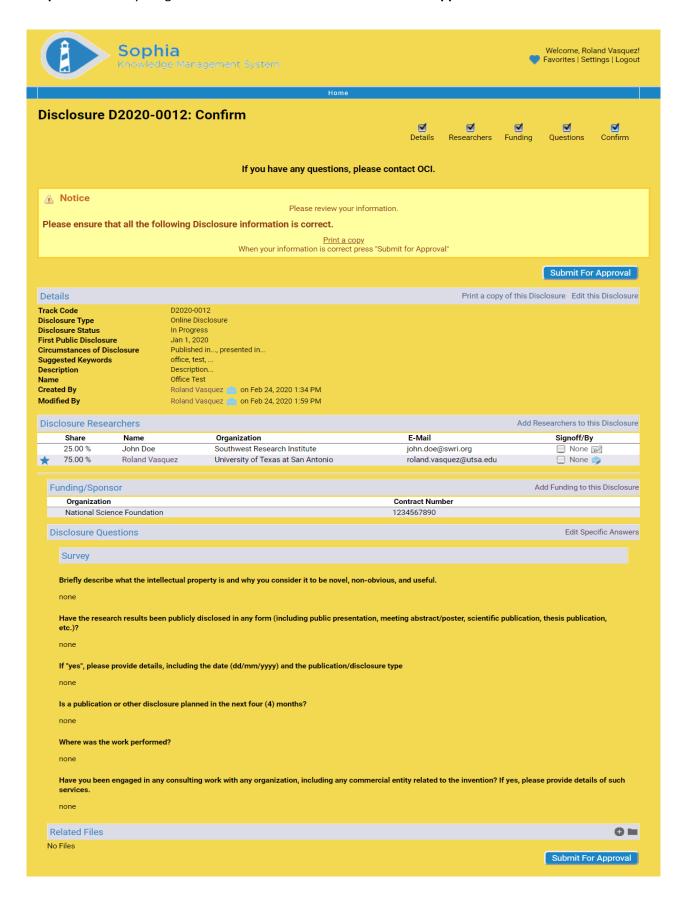


Step 6: On the fourth page of the online disclosure form, you will provide additional information on the Survey Questions regarding the technology as indicated. After you have answered all the questions, please print out the **Inventors Signature Form** and have all inventors complete and sign. Scan and upload the form along with any additional documents relevant to the disclosure.

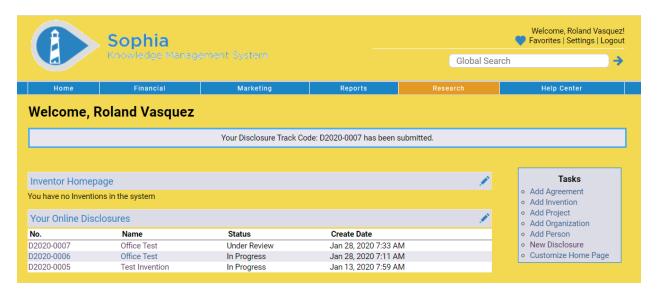
When you have completed this page of the disclosure form, click the "Next" icon at the bottom of the page. You will routed to confirm the disclosure.



Step 7: After everything entered in confirmed click the "Submit for Approval" icon.



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.



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, or call 210-458-5197.

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