

Inventor Portal User Guide for UNLV Faculty, Staff and Student Inventors

The UNLV Office of Economic Development accepts invention disclosure forms via our new Inventor Portal at UNLV.Inteum.com/UNLV/Inventorportal


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Request an Account

A one-time account setup is needed in order to gain access to the Inventor Portal system. Once assigned, your access will serve as your login for all future invention disclosures. Each inventor will need to request an Inventor Portal account in order to be named on an invention disclosure.

1. Request Account at UNLV Inventor Portal. Click **Request Account**.



2. Enter Your Email Address (preferably an active @unlv.edu work email) and click **Submit**.
 - a. You will receive an email to the address provided containing a link to create an account.
3. Fill out all requested information on the Create Account form.
 - a. The form requires **TWO** mailing addresses. Please provide a work and home address (this is required for official filing with the USPTO). If you do not have a work address, please list your home address twice. You will not be able to submit form without at least two addresses.
4. After completing All fields, click **Create an Account**.
5. An administrator will review your account and a confirmation will be sent once approved.

Logging into Inventor Portal

1. Approved users will be able to log into your Inventor Portal account at UNLV.Inteum/UNLV/InventorPortal
2. Enter your new Username and Password and click **Login**.



Forgot your Password?

1. Click the Forgot password? link on the login page.
2. Enter your username/email as well as the provided image code, then click Recover. An email will be sent with a temporary password reset link.

Navigating your Dashboard

UNLV Office of ECONOMIC DEVELOPMENT

Logged in as: **John Smith**
[Logout](#)
[Feedback](#)

Welcome to Inventor Portal

Dashboard
Disclosures
Add New Disclosure
Disclosure Agreement
Patents
Agreements
Request an Agreement
Edit Profile

Recent Activity

No recent activity to display.

Page size: 10 0 items in 1 pages

Draft Disclosures 0

Disclosures Ready For Approval 0

1. View most recent activity (including draft disclosures) from the Dashboard. Click the **Dashboard Tab** at any time to return to the main dashboard.
2. Access previous disclosures, edit draft disclosures, or check status of submitted disclosures using the **Disclosures** tab.
3. Start new disclosures using the **Add New Disclosures** tab.
4. Update contact, mailing and residency info under the **Edit Profile** tab.

Editing Profile Information/Settings

UNLV Office of ECONOMIC DEVELOPMENT

Logged in as: **John Smith**
[Logout](#)
[Feedback](#)

Welcome to Inventor Portal

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Add New Disclosure
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Recent Activity

No recent activity to display.

Page size: 10 0 items in 1 pages

Draft Disclosures 0

Disclosures Ready For Approval 0

1. Update contact information, addresses, personal information, department, title, company or change your Username and password under the **Edit Profile** tab. Please be sure to **Save Changes**.

Adding and Submitting New Invention Disclosures

1. Click on **Add New Disclosure** on your Dashboard, generating a “New Disclosure” popup. Enter the *Disclosure Title*, select the *type of Disclosure* you are submitting, and click on **Create New Disclosure**.
2. Complete the disclosure form as fully as possible. Note that fields with an * are required and must be completed in order to submit.
 - a. Click **Save As Draft** if you want to complete the form later. Click **Download as PDF** or **Download as Word** to print or save your form.
 - b. Open or close each section of the electronic disclosure by clicking on the Title bar.
 - c. As you work on your disclosure form **Save** your work frequently.
3. Please review before selecting the **Submit for Review** button as the disclosure will no longer be editable (a pop-up message will appear). Select NO if you wish to return to draft, select YES to submit.

New Disclosure

You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure. Use Research Tools Disclosure for:

Title of Invention:
Methods of Disclosing Innovations

Choose the Type of Disclosure:
Invention Disclosure

Create New Disclosure **Cancel**

Agreements

Agreements related to this Invention will be listed below..

Agreement ID	Title	Party	Type	Status
No records to display				

Save As Draft **Submit for Review** **Download As PDF** **Download As Word**

What Happens Next?

1. The OED team will be alerted of the disclosure submission. Additional email notifications will be sent to all added inventors alerting them of inclusion in an invention disclosure. If any important information is missing, the disclosure may be sent back as “Draft” for corrections/additions.
2. Following submission, the status of our disclosure will automatically be updated. The box in the top right-hand corner will read “Submitted” and change to blue.
3. Following approval by OED, all inventors will receive an email requesting electronic signatures. Please click on the link in this email to open the signature page. Before signing, read the disclosure, type your full name and click **Sign this Disclosure**.
4. Congratulations! You have now successfully submitted an invention disclosure. A UNLV licensing manager will contact you soon to further learn about your exciting technology.

Tracking Submitted Disclosures

Check on the status and ongoing remarks of previously submitted forms using the Disclosures tab, on your Dashboard. Once our team has accepted a disclosure the status will change to either Approved-Approved or Approved-In Review. If a disclosure is rejected the status will revert to Draft and Remarks regarding review results can be viewed.

You can locate a disclosure by using the search bar and/or filtering options; you can also sort information by column. Once you have located the invention disclosure of interest, click on View. Associated information approved for release by the Office of Economic Development will appear under the **Patents** and **Agreements** sections near the bottom of the disclosure record.

Disclosure Sections Explained

- **Disclosure Typed**
 - Invention Disclosure: confidential document written to determine whether patent protection should be sought for the described invention.
 - Research Tool/Tangible Property Disclosure: A disclosure regarding an innovation that encapsulates a means of collecting information for research or study purposes.
 - Software Invention Disclosure: A disclosure regarding an innovation that is digital in nature and can refer to a computer program but is not limited to that medium.
 - Student Invention Disclosure: A disclosure regarding an innovation that is originated solely by a Student(s) at the university.
- **Title of Invention**
- **Invention Id** – this number is auto populated by the system and will be used for phone and email communications to identify your Disclosure
- **Invention** – provide your Invention Description in detail.
- **Funding** – provide funding sources if applicable (note all federally funded inventions must be disclosed and include funding info)
 - Add Grants – Include funding institution (Sponsor), Title, Award/Grant Number, and grant date.
 - MUST confirm if any funding sources were used to support the invention
- **Inventors** – Include names of all inventors
 - Use Add Inventor button to enter names. (search inventor by last name, first name within the system).
 - If the inventor is found in the system, select Choose to add.
 - If inventor is not already existing, Add a new Contact. PLEASE ONLY CREATE NEW CONTACT IF YOU HAVE ALREADY CONDUCTED SEARCH AND WERE UNABLE TO FIND.
 - Assign each inventor a Contribution %. (how much effort for each)
 - Manage inventors – you can Edit permissions/access. You do not need to interact with the “Sign date”, “Sign Type”, or “Signature Terms” fields.
- **Invention Related Dates** – enter disclosure date, conception date, and experimental evidence details.
 - Disclosure – provide disclosure date (date this form is submitted) if there is already a written record existing, include additional details/notes regarding disclosure to our office.
 - Conception of Invention – provide date, if there is a written record, and additional details.
 - Experimental Evidence – provide if there is a written record and additional details.
- **Related Source** – check any date/material that apply to your new invention
- **Disclosure** – include past and pending public disclosures including date. Include any additional details.
- **Interest** – Choose from available taxonomies in our system. If you can't find a taxonomy section you want to include, please add to notes section below taxonomy table.
- **Export Control** – Yes or No, is the disclosure of this invention regulated by any U.S. export control laws and regulations?
- **Invention** – provide additional information about your invention, including:

- Pertinent keywords
- Advantages of your invention over prior art
- Practical & commercial applications
- Stage of development, additional development details
- Disadvantages or limitations
- **Marketing Targets** – list any companies that may be interested in the invention
- **Documents** – upload related attachments
- **Subscribers** – add subscribers
 - What is a Subscriber? Subscribers may be added to Invention Disclosures for informational purposes. Their access is limited to the Remarks and Documents (download only) fields, remaining access is read view only. For example, lab managers, executive assistants.
- **Remarks** – add additional helpful notes/comments
- **Technology** –will be auto populated once disclosure is accepted by OED
- **Patents** –any patents filed associated with this technology will be updated here
- **Agreements** – any agreements related to this invention will be auto populated here.

Inventor Portal FAQs

What is Inventor Portal?

Allows UNLV inventors to:

- Complete and submit invention disclosure to our office online
- Check the status of existing disclosures
- View a list of filed and issued patent applications related to your submitted disclosure

What are the different types of disclosures? And how do I know which one is the correct form to use?

- **Invention Disclosure:** The most common disclosure form used for inventions
- **Research Tool/Tangible Property Disclosure:** A disclosure regarding an innovation that encapsulates a means of collecting information for research or study purposes.
- **Software Invention Disclosure:** A disclosure regarding an innovation that is digital in nature and can refer to a computer program but is not limited to that medium.
- **Student Invention Disclosure:** A disclosure regarding an innovation that is originated under a Student at the university.

What type of documents/files can be uploaded?

MS Word, Excel, PowerPoint, PDF, jpeg and png files are all acceptable document formats. You may upload up to a total size of 10MB. Please email documents over the max. capacity to innovation@unlv.edu. Please reference the Disclosure ID, found at the top of your form in the subject line

What is the difference between a “Subscriber” and an “Inventor”?

Subscribers are contacts who may receive emails regarding the disclosure’s status. In some cases, they may be users who can view your disclosure, but who cannot edit. For example: a business administrator or assistant.

Inventors are those who have made an intellectual contribution to the claimed invention. Inventors may have access to make edits to the disclosure in Inventor Portal, depending on permissions/access granted by the initial disclosure submitter.

What are “Marketing Targets”?

Marketing targets are companies/contacts who you think or know may be interested in commercializing your invention. Please share them along with any keywords to help our licensing managers find additional companies that may have an interest in your technology. OED will use these as a starting point in the marketing process.

What if I don’t know the grant number?

Provide as much information as possible about the grant/award. OED will work with the Office of Sponsored Programs to obtain the correct grant or award number.

What does “order” mean in the Inventor Section?

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. The order of the inventors is used for administrative tracking.

What is the difference between the “Invention ID” and “Tech ID”?

The “Invention ID” is the number assigned to the portal submission, i.e. INV2021-0XX. The “Tech ID” is the number assigned to the disclosure once it’s been approved, i.e. 2021-0XX.

What if I accidentally submit my disclosure before I’m done?

Please reach out to innovation@unlv.edu and we can change the disclosure status back to draft, so you may continue editing. In the subject line please reference the Disclosure ID, found at the top of your form.

Why do you need all this information?

The information you provide will assist OED licensing managers in evaluating the invention and completing any required reporting. The information also provides our office with a basic understanding of your invention.

Administrative Support

If you run into any issues, have additional questions, or would like to provide our office suggestion for improving Inventor Portal please email us at: innovation@unlv.edu or call Melissa Manriquez at 702-895- 5345.