 Guidelines for University of Michigan Online Invention Disclosure Submission

The University of Michigan Office of Technology Transfer (OTT) provides a web-based invention disclosure process that enables inventors to submit disclosures directly into the OTT system that is used to manage technology transfer activities.

The instructions listed below will help inventors complete the online disclosure process.

1. The first step is to log-in to the system that OTT utilizes to manage technology transfer activities. The system, Sophia, can be accessed with this URL address, umich.wellspringsoftware.net. Sophia utilizes the university single sign on authentication.

2. If this is your first-time logging into Sophia, a page similar to the one below may appear. If it does appear, please select “Ask me again if information to be provided to this service changes,” and click on the confirm button.
3. A page similar to the one below should appear with your user name and password. Click on the Log In button.

4. The Sophia home page should appear, and there is a box called Tasks in the upper right areas of the page. Within the task box, click on “New Disclosure.”
5. A new disclosure page, similar to the one below, should appear on your screen.

**Title** – Enter a brief title for your disclosure. This title should be generic and should not include any confidential information, acronyms or trademarks.

**Description** – Provide a brief summary and general description of the invention, idea or discovery that you are reporting to our office. Please provide a detailed technical description of your work by uploading supporting documents at the bottom of the page.

**First Public Disclosure** – Please enter the exact date of the first public disclosure, if any, of this work, or any portion thereof. Public disclosures impact patent protection options, funding compliance, etc. and will need to be discussed. Please provide details of the public disclosure (i.e. format, content, location, audience) in the **Circumstances of Disclosure** box and include a copy of the publication by uploading it at the bottom of the page. If no public disclosure has yet occurred, please leave these fields blank. All planned or potential public disclosures will be covered later in the online disclosure process.

**Attachments** – Please attach all relevant documents and supplemental material to your disclosure, including, but not limited to, a complete technical description of the invention, draft manuscripts, figures, drawings, posters, presentations, etc.

Once you have completed the information for this page, click on the “Next Step” button in the bottom right corner of the page.
6. The second page of the online disclosure form allows you to enter information regarding all individuals who participated in the conception or development of elements of this invention. You should include all participants, including those not at the University of Michigan.

For each UM contributors, please include:
- First & last name
- UM department in the Organization field
- @umich.edu email address

For each Non-UM contributors, please include:
- First & last name
- Name of their company, organization or institution
- Current email address

Click “Add to List” after entering information for each person. NOTE: This is not an indication of who the inventors are. Inventorship is a legal determination that will be made if a patent application is drafted and claims are written.

Once everyone has been added to the Researcher List, please indicate one lead UM researcher and provide a contribution % for each. The % Contribution should indicate your assessment of each individual’s relative contribution to the concepts of this invention and must equal a total of 100%.

NOTE: License revenues, if any, will be distributed according to University Policy.

Once you have completed the information for this page, click on the “Next Step” button in the bottom right corner of the page.
7. The third page of the online disclosures is where you will provide information for all funding sources which supported this work, including external sources, department and/or discretionary funds. This information is required in order to satisfy obligations and compliance efforts to federal funding agencies, industry partners or other sponsors.

For all funding sources, please provide the name of the sponsor (i.e. funding agency, foundation, company, institution, department, etc.) and the country in which they are located. The UM PAF or PGN should be provided in the “Contract Number” field. Add each funding source to the Sponsor List before proceeding.

In the rare instance that no sources of funding were used to support this work, please check the box next to “This disclosure used no external funding” in order to advance to the next page of the disclosure.

Once you have completed the information for this page, click on the “Next Step” button in the bottom right corner of the page.
8. The last pages of the disclosure request information which is required for OTT to properly assess your disclosure and note any special circumstances which may be applicable.

Please answer all additional questions before proceeding and provide details, including exact dates if known, regarding any planned public disclosures, publications, manuscript submissions, etc.

---

**Edit Disclosure D2018-0001: Questions**

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

If you have any questions, please contact OTT.

### Survey Questions

* Indicates a required field

**Are any publications or other public disclosures planned for this discovery?**
- Yes
- No

**Is this work funded by Wireless Integrated MEMS Center (WIMS)?**
- Yes
- No

**Do any researchers have either a WOC (Without Compensation) or DAP (Dual Appointment Personnel) appointment with the VA (Veterans Administration)?**
- Yes
- No

**Do any researchers have any appointment with HHMI (Howard Hughes Medical Institute)?**
- Yes
- No

**Is this work covered by any MTA, or have you received materials or data from another party?**
- Yes
- No

### Attached Documents

No files uploaded

**Please Attach Any Documents Relevant To This Disclosure**

File: Choose File | No file chosen

[Attach File] [Next]
Edit Disclosure D2018-0001: Questions

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

If you have any questions, please contact OTT.

Survey Questions

* indicates a required field

Have you entered into any contracts with third parties related to this matter (e.g. consulting agreements, other agreements you have signed personally)?

- Yes
- No

Are any non-UM collaborators involved in this work who are not included in the Researcher Information section of this submission?

- Yes
- No

Are you aware of any potential licensees for this discovery? If so, please provide additional details:

Please describe the closest known product/technology:

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

Choose File   No file chosen

Attach File   Next
9. Once you have completed the information on the previous screens, and select the “Next” button, you will be prompted to review your disclosure. From this page, you can print a copy of what is being submitted. Once you have reviewed and finalized all information, be sure to select “Submit for Approval” to send your submission to our office for processing.

10. Once you have submitted your disclosure, you will be returned to the Home screen where a message is displayed indicating that your disclosure has been submitted. The track code provided applies only to your disclosure submission.
Your disclosure will be reviewed and processed by OTT. We will reach out to you if there are any additional questions or information needed. Once these steps are completed, your disclosure will be accepted and will receive an OTT Invention track code/reference number. We will notify you of the licensing specialist assigned to the matter and of the next steps in the process.

If you have problems with the form or the process, please email OTT at techtransfer@umich.edu or call 734-763-0614.

*The information contained in a disclosure submission to OTT is confidential and should not be disclosed to persons outside the University or to persons not requiring access to this information.*