

Creating a new invention disclosure in Sophia Knowledge Management System

Login to Sophia Knowledge Management System (Sophia) at <https://utep.wellspringsoftware.net/> with the username and password provided to you by the Office of Technology Transfer (OTT). If you have not received a username and password for Sophia then contact OTT at (915) 747-8841.

Login and start a New Disclosure.

Sophia
Knowledge Management System

Welcome, Joe Inventor!
Settings | Logout

HOME

Welcome, Joe Inventor

Inventor Homepage
You have no inventions in the system.

Inventor Agreements
You have no agreements in the system.

Your Online Disclosures
No Disclosures

Tasks

- New Disclosure
- Customize Home Page

To enter a new disclosure click here

Your progress is showed at the top of every page as well as the number to reach OTT. Don't be afraid to call if you have questions on anything within this process.

New Disclosure: Details

Details Researchers Funding Questions Confirm

Shows your progress

Don't be afraid to ask questions!

If you have any questions regarding Invention Disclosures, please contact the Office of Technology Transfer at [\(915\) 747-8841](tel:9157478841) or go to our [Tech Transfer FAQ Web Page](#) for further information.

DETAILS

“Details” is the start of the process, you may see the diagram below for a description of the fields. Attach UTEP’s invention disclosure along with any other material that may assist in market research and intellectual property review.

* indicates a required field

Title*

Disclosure Type*

Description

Brief description of your invention

First Public Disclosure

- MON - - DAY -

Circumstances of Disclosure

State the day you disclosed your invention to the public. State the reason for the disclosure.

Suggested Keywords

List keywords that will help in an intellectual property review and market research.

Attached Documents

No files uploaded

Attach any forms that may assist OTT in an intellectual property review market research

Please Attach Any Documents Relevant To This Disclosure

File

No file chosen

RESEARCHERS

Researchers section gives you a chance to credit co-inventors. *Helping hands around the lab need not apply to this section.* Adjust the percentage in which each researcher has helped.

Edit Disclosure D2014-0026: Researchers

Details Researchers Funding Questions Confirm

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Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*

Only include individuals who have contributed intellectually to this invention.

Add to List

Researcher List

Lead	% Contribution	Name	Organization	E-Mail	
<input checked="" type="radio"/>	100.00 %	Joe Inventor	None	joe.inventor@miners.utep.edu	<input checked="" type="checkbox"/>

Added inventors will show up here and their contribution percentage can be adjusted by the lead inventor

Next Step

FUNDING

The Funding tab provides for entry of any sponsorship support received for the research that resulted in the invention being disclosed.

Edit Disclosure D2014-0026: Funding

Details Researchers Funding Questions Confirm

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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

Input any external funding you may have received for this invention.

Add to List

Sponsor List

If you did not receive any external funding check this box.

Add Sponsors By Entering Data Above

This disclosure used no external funding

Next Step

QUESTIONS

The questions section asks important questions about your invention that relates to patentability and market research. Take your time and answer these questions as thoroughly as possible.

Full Name:*

Please Enter Your Initials As An Electronic Signature:*

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

This area is vital in conducting an intellectual property review.
Which is an important step in filing a patent on your invention to
protect your intellectual property.

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 six (6) months?*

- Yes
 No
-

Where was the work performed?

Has the invention been disclosed to government or industry sponsors? *

- Yes
 No

If YES, please provide details, including the dates and names of organizations and their representatives.

Have technical materials or items related to the invention such as chemical compounds, reagents, antibodies, biologicals, cell lines, chips, or software, ever been sent to or received from another organization? *

- Yes
 No

If YES, provide details (what was transferred, date, and the originating or receiving organization).

Important for researching patentability of the invention

Were the materials transferred under a Materials Transfer Agreement (MTA)? If YES, please attach a copy.*

- Yes
 No

Have you been engaged in any consulting work with any organization, including any commercial entity related to the invention in the past three (3) years? If yes, please provide details of such services including a copy of the consulting contract and statement of work.*

Important for researching patentability of the invention

Provide evidence for the conception of the invention including the date, such as copies of original notebook pages, reports, charts, notes, and electronic media. Ensure that original records are signed, dated, and witnessed and kept in a secure location. To what extent has the invention been reduced to practice? Has the invention been sufficiently tested to demonstrate that it will work for its intended purpose? What further work is needed to develop the invention? Please attach documents or data at the bottom of the page.*

Important for researching patentability of the invention

What companies might be interested in manufacturing or selling the invention, and why? Do you have personal contacts with such companies? If so, provide contact information. Does other technology provide similar utility? If so, what practical or competitive advantage does the invention offer? *

Important for market research and patentability review

Conflicts of interest may arise when an employee participates in the business of or has a financial interest in a company that conducts business with the university in the area of the faculty member's responsibilities. This may happen in corporate sponsorship for research and in technology transfer.

Have all the employees in the Researchers section filed annual Conflict of Interest (COI) disclosures or amendments, for the current financial year as required by university policy? *

- Yes
- No

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

Choose File No file chosen

Add any files you may have forgotten to add earlier

Attach File

Next

CONFIRM

Once you are done make sure to print yourself a copy. Carefully inspect that everything you have inputted is correct, then click "Submit For Approval".

Disclosure D2014-0026: Confirm

Details Researchers Funding Questions Confirm

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Notice

Please review your information.

Don't forget to print a copy!
For your records!

Please ensure that all the following Disclosure information is correct.

[Print a copy](#)

When your information is correct press "Submit for Approval"

When you are ready to submit your invention to OTT click "Submit For Approval"

[Submit For Approval](#)