University at Buffalo
Technology Transfer
Business and Entrepreneur Partnerships

Inventor Portal Quick User Guide

The Inventor Portal enables University inventors to:

- Complete, submit and digitally sign their invention disclosures online.
- View the status of invention disclosures submitted through the inventor portal.

Please follow the instructions below to begin the evaluation process of your technology.

- Click on the following link to be directed to the Portal or enter in your browser: **https://buffalo.inteum.com/buffalo/InventorPortal/**

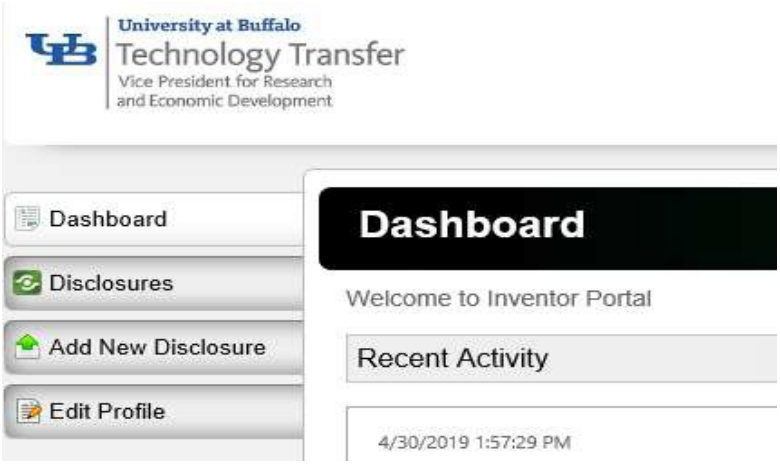
- The Inventor Portal can also be accessed from the Technology Transfer page of the University at Buffalo website: **https://www.buffalo.edu/partnerships/landing-pages/disclosure.html**

    - Go to **New Technology Disclosure Online Form** and select **Inventor Portal Link**

- Log-in to the Portal using your UBIT username and password. If you receive an error when attempting to login, please contact Technology Transfer administration.

Dashboard

- When you log in to the Portal, you will open up to the Dashboard. Use the buttons to the left of the Dashboard to navigate.



- **Dashboard:** View recent activity on your draft or submitted disclosures.
- **Disclosures:** View a list of all of your disclosures and click on each to view individual details.

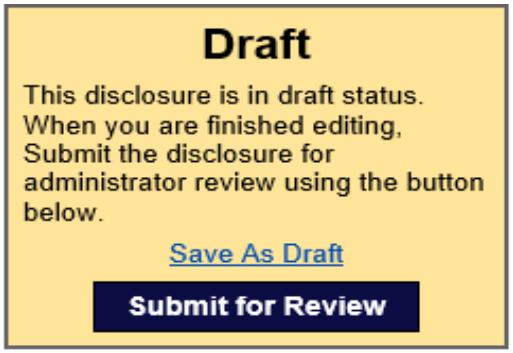
- **Add New Disclosure:** Create a new disclosure and submit to University at Buffalo Technology Transfer office.
- **Edit Profile:** Allows you to update contact information or reset your password.*

***It is critical that the Technology Transfer office is kept up to date regarding your contact information to ensure effective communication regarding your portfolio.*

Please be prepared to provide the information below in your disclosure. **Complete information is necessary for the Technology Transfer office to prepare a complete assessment.**

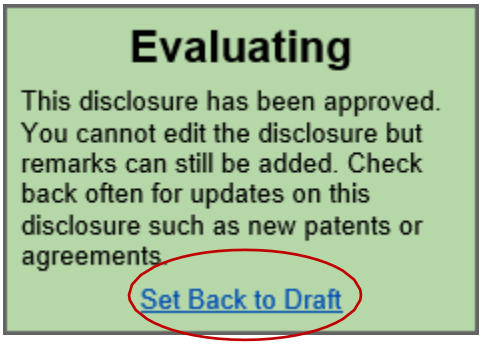
- A ***non-confidential*** title.
- Names and contact information for co-inventors, along with their percentage contribution to the invention.
    - You will automatically be added as an inventor with 100% contribution. Reduce the contribution percentage as appropriate to add additional inventors.
- A detailed description of the technology. Focus on what you believe are the inventive or distinctive elements.
- Practical and commercial applications of the invention. What are the envisioned products or services? What are the competitive products/services and what are the advantages or disadvantages of your technology?
- The invention's stage of development. For example, have you developed a prototype or sample material?
- Has the invention already been publicly disclosed (e.g. journal, conference presentation, poster, web site) and if so, details of that disclosure. Public disclosure before patent application filing may jeopardize patent rights.
- Details for any planned future public disclosure.
- **All funding sources for the disclosure including agencies/entities and grant numbers. Tech Transfer must review reporting requirements, especially for federal sponsors.**
- Any relevant documents supporting this invention. Manuscripts, PowerPoint presentations, diagrams and figures may be uploaded to the Inventor Portal with your disclosure.

If you start a disclosure, but don't finish it, the information will be saved in draft format. Once your disclosure is complete, click **Submit for Review. The Technology Transfer office will not process your disclosure until it is submitted.**



Your submission will be reviewed to ensure that it is complete and that all required information has been supplied.

- **If your disclosure requires additional information, you will receive an email notification that it has been SET BACK TO DRAFT to allow you to provide additional information/provide further edits.**



- Please note: once your submission has been accepted, each listed inventor will receive an email request for a digital signature.

Please contact Technology Transfer administration or your assigned Licensing Manager/Tech Assessment Specialist if you have questions.

Administration

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