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.

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.

If you have any questions regarding Invention Disclosures, please contact the Office of Technology Transfer at (915) 747-8841 or go to our Tech Transfer FAQ Web Page for further information.
"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*

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**Disclosure Type**

* Online Disclosure

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**Description**

Brief description of your invention

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**First Public Disclosure**

- MON –  - DAY –

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**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.

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**Attached Documents**

No files uploaded

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Please Attach Any Documents Relevant To This Disclosure

File

Choose File

No file chosen

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

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

**Researcher Information**
* indicates a required field

- **First Name***
- **Middle Name***
- **Last Name***
- **Organization***

Please provide a valid e-mail address.

**E-Mail Address***

---

**Researcher List**

<table>
<thead>
<tr>
<th>Lead</th>
<th>% Contribution</th>
<th>Name</th>
<th>Organization</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100.00%</td>
<td>Joe Inventor</td>
<td>None</td>
<td><a href="mailto:joe.inventor@miners.utep.edu">joe.inventor@miners.utep.edu</a></td>
</tr>
</tbody>
</table>

Only include individuals who have contributed intellectually to this invention.

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

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

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**

[Add to List]

**Sponsor List**

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

[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).

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.

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.
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

Add any files you may have forgotten to add earlier

[Attach File]
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”.

If you have any questions regarding Invention Disclosures, please contact the Office of Technology Transfer at (913) 747-8841 or go to our Tech Transfer FAQ Web Page for further information.

Please review your information. Please ensure that all the following Disclosure information is correct.

When you are ready to submit your invention to OTT click “Submit For Approval”.

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