



## Instructions for Online Invention Disclosures

1. Access the following link using the internet browser of your choice:  
<https://vinteamcs.uilo.ubc.ca/InteumWeb/inventorportal/login.aspx>
2. Enter your UBC Campus Wide Login (CWL) username and password in the appropriate places.
3. If this is your first time accessing the Online Invention disclosure system you will be prompted to create a new account. This will request identifying information, you may fill out as much information as you'd like in this form, but the only required information is:
  - a. First Name
  - b. Last Name
  - c. Title
  - d. Main Department
  - e. Email Address
  - f. Phone (not required, but helpful if you can provide)

### Create Account

Please confirm your contact information below or enter in the required fields to associate your account with a contact record.

Already have an account? [Login Here](#)

Please note that all fields marked with an asterisk (\*) are required.

User Name: \*

Gender:

Prefix:

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Title: \*

Main Department: \*

[Additional  
Departments](#)

Specialty:

Citizenship:

Email Address: \*

Type:

[Remove](#)

Set as default email

[Add another Email](#)

Other information requested is optional at this stage but may be requested if the UILO proceeds to commercialize the disclosed invention.

4. Once you enter your details, the system will check your information vs. existing contact records in the UILO database. If it finds entries that it thinks might be you (usually because you have previously disclosed an invention to the UILO), it will ask you to confirm or reject the existing contact. Please confirm if the account details match.
5. You will then access the Invention Disclosure Dashboard, from here you can:
  - a. Create and submit new Invention disclosures
  - b. See the status of prior Invention disclosures
  - c. Edit your profile.



6. To create a new Invention disclosure press the “Add New Disclosure” tab on the left hand side of the screen.
7. You will then be prompted for the following information:
  - a. Disclosure Type (always Invention, this is currently the only disclosure type)
  - b. Disclosure Title – please keep brief and non-confidential (i.e. don’t give the secret sauce in the title)
  - c. Description of the Invention – preferably brief, describe the invention and what you believe is new & advantageous about it. You can append more detailed information as a file attachment.
  - d. Public Disclosure status – click the radio button if there has been any public disclosure of the technology, including publications, presentations, posters, discussions with companies outside of a confidentiality agreement. Please attach any publications/presentations.
    - i. If there has been a public disclosure you will be requested to provide the date of the first public disclosure (date of the presentation / discussion with company, or date the publication became available online)
  - e. You’ll be asked the same question for pending public disclosures / publications
  - f. You can then upload any relevant documents that describe the invention in more detail, for example:
    - i. Draft or published manuscripts, papers, posters, presentations.
    - ii. Relevant background material
    - iii. Drawings that help explain the invention
  - g. You can add Remarks – essentially any additional information that you think is immediately pertinent
  - h. Add the other inventors, note that inventors are those people who contributed to the conception to an invention (i.e. those people who contributed to the idea), not necessarily those people who did the work. For software technologies the people who wrote the code should also be included. You will be given the option to search for existing contacts in the UILO database and add them or to create new inventors. The other inventors will receive email notifications:
    - i. When they are added to the invention disclosure
    - ii. When the invention disclosure is submitted
  - i. You can also add subscribers, these are people who weren’t directly involved in the invention but you would like to be able to see the information. For example laboratory managers or administrators.
  - j. Finally, you can save as a draft or submit for review.
8. A UILO administrator will review your submission and either approve it or request additional information. Once the disclosure is approved you will receive a confirmation email and each inventor will receive a request for digital signature.
9. A UILO Technology Manager will then be in contact to discuss the technology further.

If you have any problems with the online invention disclosure process please contact [brett.sharp@uilo.ubc.ca](mailto:brett.sharp@uilo.ubc.ca) describing the issue you’ve faced. You can also submit a paper invention disclosure using the form provided on the UILO website.