

Step-by-Step  
Inventor's Guide to

# Submitting Invention or Copyright Disclosures

through STC.UNM's  
Sophia Knowledge Management System

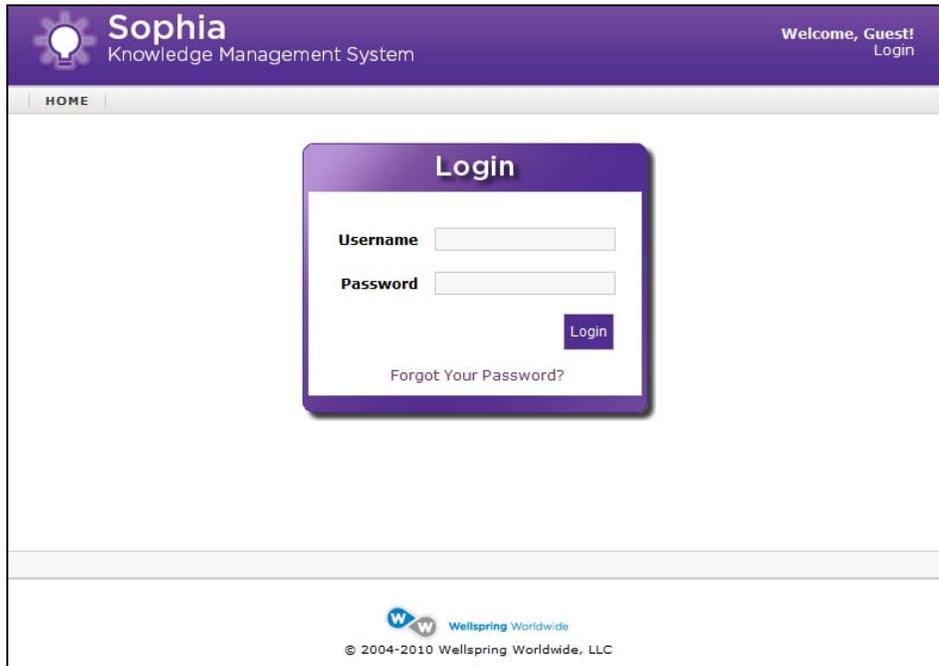


## **SECTION 1: INTRODUCTION**

We have created this guide to assist you, the inventor, in submitting a complete and accurate disclosure of your invention or copyrightable work. A comprehensive disclosure allows STC to quickly move to the next steps of patent protection or copyright registration, and commercialization of your invention.

## SECTION 2: SUBMIT A NEW DISCLOSURE

**STEP 1: Log In** Visit <http://my.stc.unm.edu> to log in.



The screenshot shows the login page of the Sophia Knowledge Management System. The header includes the Sophia logo and the text "Sophia Knowledge Management System" on the left, and "Welcome, Guest! Login" on the right. Below the header is a "HOME" navigation bar. The main content area features a "Login" form with fields for "Username" and "Password", a "Login" button, and a "Forgot Your Password?" link. The footer contains the Wellspring Worldwide logo and copyright information: "© 2004-2010 Wellspring Worldwide, LLC".

You will be presented with a log in screen similar to the figure above. Please use your UNM NetID and Password to log in to Sophia. If you do not have a UNM NetID or if you have do not remember your UNM NetID or Password, please visit <https://netid.unm.edu> to create or retrieve your log in information.

**STEP 2: Submitting a New Disclosure** Upon successful login, you will be presented with your "Home" page. Here you can see the progress of your online disclosures and your invention details.



The screenshot shows the home page of the Sophia Knowledge Management System for a "Test Inventor". The header includes the Sophia logo and the text "Sophia Knowledge Management System" on the left, and "Welcome, Test Inventor! Settings | Logout" on the right. Below the header is a "HOME" navigation bar. The main content area features a "Welcome, Test Inventor" message. Below this is a section titled "Your Online Disclosures" with a table of disclosures. To the right of the table is a "Tasks" box with a red arrow pointing to the "New Disclosure" link. Below the table is an "Inventor Homepage" section with the text "You have no inventions in the system." The footer contains the Wellspring Worldwide logo and copyright information: "© 2004-2010 Wellspring Worldwide, LLC".

No.	Title	Create Date	Status
D2011-0006	Novel Lightning Computer Hardware	Jan 11, 2011 3:09 PM	In Progress
D2011-0003	New Bio-technology Method for Building Membranes	Jan 11, 2011 2:33 PM	In Progress

To submit a new disclosure, click on the link "New Disclosure" in the box labeled "Tasks" (see red arrow above).

**STEP 3: Invention Details** Enter the requested information. Give as much detail as possible for each item requested. See below for explanations of each field.

The screenshot shows the 'New Disclosure: Details' form in the Sophia Knowledge Management System. The header includes the Sophia logo and 'Welcome, Test Inventor!' with links for 'Settings' and 'Logout'. A navigation bar contains 'HOME' and a series of icons for 'Details', 'Researchers', 'Funding', 'Questions', and 'Confirm'. The main content area is titled 'New Disclosure: Details' and includes a note: 'If you have any questions, please contact OTT.' Below this, a legend states '\* indicates a required field'. The form fields are: 'Title\*' (text input), 'Disclosure Type\*' (dropdown menu with '1. Invention Online Disclosure' selected), 'Description' (text area), 'First Public Disclosure' (date picker with '- MON -' and '- DAY -' dropdowns), 'Circumstances of Disclosure' (text area), and 'Suggested Keywords' (text area). At the bottom, there is an 'Attached Documents' section with 'No files uploaded', a 'Please Attach Any Documents Relevant To This Disclosure' section with a 'File' input (containing 'Choose File' and 'No file chosen'), and two buttons: 'Attach File' and 'Next Step'. The footer features the Wellspring Worldwide logo and copyright information: '© 2004-2010 Wellspring Worldwide, LLC'.

**Title** – Please give a meaningful title to this disclosure. Be as specific and descriptive as possible. This title will not necessarily be the title used for marketing your invention or copyrightable work.

**Disclosure Type** – Please select “Invention Disclosure” if your idea or work is an invention, is new/novel, involves an inventive set or is non-obvious, and is capable of industrial application. Select “Copyright Disclosure” if your work can be classified as literary, musical, dramatic, pictorial, graphic, sculptural, audiovisual, sound recordings, or architectural, and is fixed in a tangible medium of expression. If your disclosure fits both “Invention” and “Copyright”, please choose “Invention Disclosure”.

**Description** – Please provide a structural and functional description of the invention or copyright as well as the problem(s) it will solve. If possible, attach manuscripts, drawings, abstracts or any other materials that would assist in the understanding of the invention. If work is a copyright, please provide a summary description of the copyrightable work, its functions, and its use.

**First Public Disclosure** – Date the invention was first publicly disclosed. Public disclosure can exist if the invention was presented at conferences, published in journals, theses, or dissertations, or has been offered for sale, public use, or involves a third party.

**Circumstances of Disclosure** – Please use this field to include any additional information relating to the disclosure.

**Suggested Keywords** – Please provide a comma-separated list of keywords suitable for database searches. In order to perform the best background search possible concerning the novelty of your invention, we search against several intellectual property databases using keywords related to your invention's area of development. Accurate keywords will generate better search results. If available, submit the same keywords that you have previously submitted on manuscripts.

**Attached Documents** – Please attach any files relevant to this disclosure.

Once all fields are completed, click “Next Step”.

**STEP 4: Researcher Details** Enter the requested information. Give as much detail as possible for each item requested. See below for explanations.

**Sophia**  
Knowledge Management System

Welcome, Test Inventor!  
Settings | Logout

HOME

**Edit Disclosure D2011-0008: Researchers**

Details Researchers Funding Questions Confirm

If you have any questions, please contact OTT.

**Researcher Information**

\* indicates a required field

**First Name\***

**Middle Name**

**Last Name\***

**Organization**

Please provide a valid e-mail address.

**E-Mail Address\***

**Step 1** [Add to List](#)

**Researcher List**

Lead	% Contribution	Name	Organization	E-Mail
<input checked="" type="radio"/>	100 %	Test Inventor	STC.UNM	testinventor@stc.unm.edu <input type="text"/>

**Step 2** [Next Step](#)

Wellspring Worldwide  
© 2004-2010 Wellspring Worldwide, LLC

Step 1) All individuals who contributed to the conception of the creation should be included, whether or not they are affiliated with the University of New Mexico. If the individual has a joint appointment, please list all related organizations. A person who directs another to solve a problem or make an invention or creation is not a creator, unless he/she also told the other how to do it, as well. Please enter any additional inventors for this disclosure and click “Add to List”. By default, the disclosing inventor and his/her details will automatically be added. You will only need to add additional inventors.

Parties working together on a problem will be joint creators if each makes a mental contribution to the final creation concept. It is not necessary that their contributions be equal or that they be made simultaneously, as long as the parties were collaborating with one another. Please note that a patent can be rendered invalid by including as a creator an individual who did not contribute to the conception of the creation.

Step 2) After all inventors are added, adjust the percentage of contribution. Please ensure that the sum of the inventors' contribution totals 100%. Additionally, please select which inventor is lead. "Lead Inventor" is not a legal designation but is an STC.UNM heading assigned to an inventor who agrees to be the primary contact for additional information and for all correspondence. However, the lead inventor must still satisfy the inventor requirement described above.

Click "Next Step".

**STEP 5: Funding Details** Enter the requested information. Give as much detail as possible for each item requested. See below for explanations of each field.

**Sophia**  
Knowledge Management System

Welcome, Test Inventor!  
Settings | Logout

HOME

**Edit Disclosure D2011-0008: Funding**

Details Researchers Funding Questions Confirm

If you have any questions, please contact OTT.

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\*** None

**Contract Number**

**Contact Information**

Please include any contact information for the sponsor.  
e.g. Contact name, phone number, e-mail address.

Add to List

**Sponsor List**

Add Sponsors By Entering Data Above

This disclosure used no external funding

Next Step

Wellspring Worldwide  
© 2004-2010 Wellspring Worldwide, LLC

**Sponsor Name** – Name of agency or company that has funded your research.

**Country** – Country of Sponsorship.

**Contract Number** – Please list the contract number for this funding source.

**Contact Information** – Please include any contact information for the sponsor, e.g., Contact Name, Phone Number, E-mail Address, or any additional details, if known.

Similar to the previous step, click “Add to List” for each funding source. If this invention did not use any external funding, please check the box labeled “This disclosure used no external funding” (see red arrow).

Click “Next Step”.

**STEP 6: Additional Questions** Please answer the following questions in as much detail as possible. Please note that some questions may present you with additional fields, depending on your answer.

The screenshot shows the 'Edit Disclosure D2011-0008: Questions' page in the Sophia Knowledge Management System. The page has a purple header with the Sophia logo and 'Welcome, Test Inventor! Settings | Logout'. Below the header is a navigation bar with 'HOME' and a list of tabs: 'Details', 'Researchers', 'Funding', 'Questions', and 'Confirm'. The 'Questions' tab is active. The main content area includes a note to attach electronic documents and a link to contact OTT. The 'Survey Questions' section contains a legend for required fields and two radio button questions: 'Directly Related to UNM Research duties:' and 'Result from research performed with UNM funds/facilities:'. A large grey wavy graphic partially obscures the bottom of the survey questions. Below this, there is an 'Attached Documents' section with a 'Please Attach Any Documents Relevant To This Disclosure' section containing a file upload button and an 'Attach File' button. The footer includes the Wellspring Worldwide logo and copyright information.

**STEP 7: Confirm and Submit** Please review all information for accuracy and completeness. If an area needs to be edited, please click on the link that corresponds to that area (more details in **Section 3: Edit an Existing Disclosure**). Once all

information is reviewed and corrected, please print a copy of the disclosure, sign in the appropriate area, and complete the "Inventor Assignment" form. The printed disclosure form should have one signature page, and one assignment form. For disclosures with multiple inventors, please print out and complete an additional signature page and assignment form for each inventor. Once completed, please bring the completed disclosure form to the STC.UNM office or contact our office for pickup.

Click "Submit Disclosure".



# Sophia

Knowledge Management System

Welcome, Test Inventor!

[Settings](#) | [Logout](#)

[HOME](#)

## Disclosure D2011-0008: Confirm

Details
 Researchers
 Funding
 Questions
 Confirm

**If you have any questions, please contact OTT.**

**Notice** Please review your information.

**Please ensure that all the following Disclosure information is correct.**

[Print a copy](#)

When your information is correct press "Submit for Approval"

Submit For Approval

### Details [Print a copy of this Disclosure](#) [Edit this Disclosure](#)

<b>Track Code</b>	D2011-0008
<b>Title</b>	New Disclosure from Test Inventor
<b>Disclosure Type</b>	1. Invention Online Disclosure
<b>Disclosure Status</b>	In Progress
<b>First Public Disclosure</b>	None
<b>Circumstances of Disclosure</b>	None
<b>Suggested Keywords</b>	None
<b>Description</b>	None
<b>Created By</b>	Test Inventor  on Jan 12, 2011 10:59 AM
<b>Modified By</b>	Test Inventor  on Jan 12, 2011 10:59 AM

### Researchers [Add Researchers to this Disclosure](#)

Contribution	Name	Organization	E-Mail
☆ 100.00 %	Test Inventor	STC.UNM	testinventor@stc.unm.edu

### Funding [Add Funding to this Disclosure](#)

No External Funding.

### Disclosure Questions [Edit Specific Answers](#)

## SECTION 3: EDIT AN EXISTING DISCLOSURE

Often times, for one reason or another, an inventor will need to stop in the middle of the disclosure process and continue at another time. Disclosure sections are saved as you click "Next" to go on to the next section of the disclosure.

To continue where you previously left off, do the following:

**STEP 1: Select Disclosure** Select the disclosure you would like to edit by clicking on the disclosure number. After clicking on the disclosure number link, you will be presented with a dashboard screen of all information that has been saved.

No.	Title	Create Date	Status
D2011-0006	Novel Lightning Computer Hardware	Jan 11, 2011 3:09 PM	In Progress
D2011-0003	New Bio-technology Method for Building Membranes	Jan 11, 2011 2:33 PM	In Progress

**STEP 2: Select Section** Review and select the incomplete section or the section you would like to make edits to by clicking on the section header. Make sure to follow the same guidelines as **Section 2: Submit a New Disclosure**.

**Disclosure D2011-0008: Confirm**

Details Researchers Funding Questions Confirm

If you have any questions, please contact OTT.

**Notice**  
Please review your information.  
Please ensure that all the following Disclosure information is correct.  
When your information is correct press "Submit for Approval"

Submit For Approval

**Details** Print a copy of this Disclosure Edit this Disclosure

Track Code: D2011-0008  
Title: New Disclosure from Test Inventor  
Disclosure Type: 1. Invention Online Disclosure  
Disclosure Status: In Progress  
First Public Disclosure: None  
Circumstances of Disclosure: None  
Suggested Keywords: None  
Description: None  
Created By: Test Inventor on Jan 12, 2011 10:59 AM  
Modified By: Test Inventor on Jan 12, 2011 10:59 AM

**Researchers** Add Researchers to this Disclosure

Contribution	Name	Organization	E-Mail
100.00 %	Test Inventor	STC.UNM	testinventor@stc.unm.edu

**Funding** Add Funding to this Disclosure

No External Funding.

**Disclosure Questions** Edit Specific Answers

**STEP 3: Make Changes and Save** Make the appropriate changes to this section and click “Submit.” By clicking “Submit” in this section, you are only saving the section and **NOT** submitting the entire disclosure.

HOME

**Sophia**  
Knowledge Management System

Welcome, Test Inventor!  
Settings | Logout

### Edit Disclosure D2011-0003: Researchers

Details Researchers Funding Questions Confirm

If you have any questions, please contact STC.UNM at (505) 272-7900. For assistance on completing the online disclosure, please download the [Inventor's Guide to Submitting Online Disclosures](http://www.stc.unm.edu/inventors/_images/inventorsguide.pdf) at [http://www.stc.unm.edu/inventors/\\_images/inventorsguide.pdf](http://www.stc.unm.edu/inventors/_images/inventorsguide.pdf)

#### Researcher Information

\* indicates a required field

**First Name\***

**Middle Name**

**Last Name\***

**Organization**

Please provide a valid e-mail address.

**E-Mail Address\***

Add to List

#### Researcher List

Lead	% Contribution	Name	Organization	E-Mail
<input checked="" type="radio"/>	100 %	Test Inventor	STC.UNM	testinventor@stc.unm.edu

Submit

Repeat steps 1-3 of **SECTION 3: Edit an Existing Disclosure** for all areas that needs to be modified. Once all areas are completed to the best of your knowledge, click on “Submit for Approval” from the dashboard screen as shown in **STEP 1** of this section.