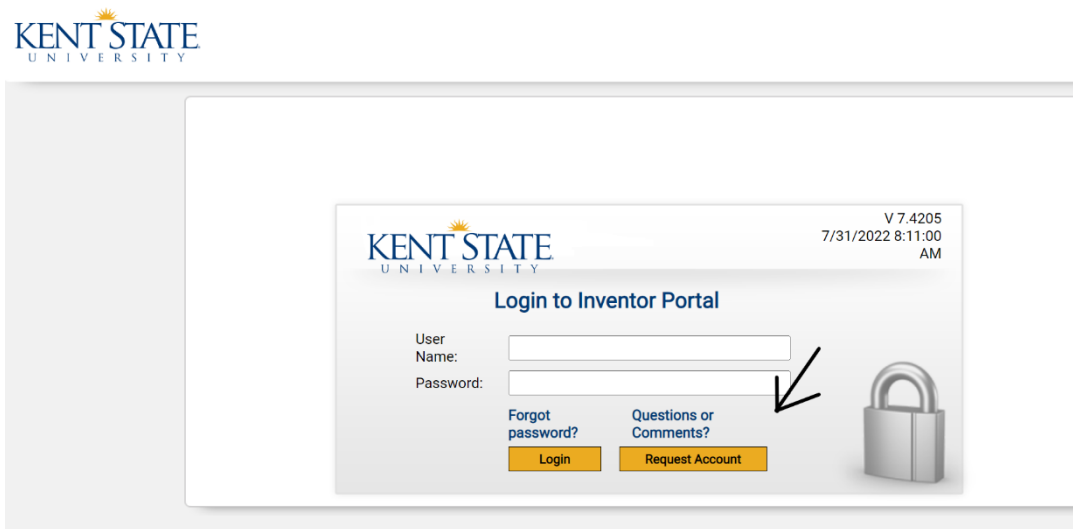


# Kent State Invention Disclosure Online Form Instructions

## Office of Technology Commercialization

### CREATING YOUR ACCOUNT

If this is your first time using Kent State's invention disclosure portal, you must request an account. [Visit the portal](#), type in your Flashline credentials, and click Login.



The screenshot shows the Kent State University logo at the top left. The main content area is titled "Login to Inventor Portal". It features a "User Name:" label next to a text input field, and a "Password:" label next to another text input field. Below the password field are two links: "Forgot password?" and "Questions or Comments?". To the right of these links are two orange buttons: "Login" and "Request Account". A black arrow points from the "Request Account" button towards a padlock icon on the right side of the form. In the top right corner of the form, the text "V 7.4205 7/31/2022 8:11:00 AM" is displayed.

If you do not already have an account, you will be asked to submit your Kent State e-mail. You will then receive an e-mail with a link to the Inventor Portal where you will enter a username, password, and complete your contact information. After submitting your profile details your account will be reviewed by an administrator. Once approved you will receive an e-mail and can log in to your account to submit your disclosure.

## Request New Account

Please fill in the email address below to submit your request for a new account. If you have logged in to the internal system, you just need to verify your profile on the next page to create the account. Otherwise a verification email will be sent to the email address you provided.

Your Email Address:

Submit

## FILLING OUT THE APPLICATION

Once you have created your account you can begin filling out your disclosure application. After you log in to the portal you will be taken to your dashboard. Using the navigation buttons on the left you can see your draft and submitted disclosures, add a new disclosure, and edit your profile's username, password, or contact information.

The screenshot shows the 'Dashboard' page of the Inventor Portal. On the left is a navigation menu with links: Dashboard, Disclosures, Add New Disclosure, and Edit Profile. The main content area has a blue header 'Dashboard' and a welcome message 'Welcome to Inventor Portal'. Below this is a 'Recent Activity' section with a yellow header. It displays a log entry: '28/06/2022 09:51:07 Bristyn Lee Nadeau added a new Disclosure: "Test123"'. Below the log entry is a pagination bar with navigation arrows, a page number '1', a 'Page size: 10' dropdown, and the text '1 items in 1 pages'. On the right side of the dashboard, there are two yellow boxes: 'Draft Disclosures 1' and 'Disclosures Ready For Approval 0'.

To start, click “Add New Disclosure.” Add a **non-confidential title** for your invention and click “Create New Disclosure” in the window that appears.

New Disclosure

You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure.

**Title of Invention:**

**Choose the Type of Disclosure:**

Invention Disclosure ▾

Create New Disclosure

Cancel

This will take you to the application. At the top of your disclosure, you have the option to edit your title, submit or download your application, and save it as a draft. You may save your application as a draft at *any time* and come back to it as many times as you want.

Disclosure

Save As Draft

Download As PDF

Download As Word

Disclosure Type:

Invention Disclosure ▾

Status:

Invention Id:

INV.004

Title of Invention:

Test123

Tech Id:

Draft

This disclosure is in draft status. When you are finished editing, Submit the disclosure for administrator review using the button below.

[Save As Draft](#)

Submit for Review

## BRIEF SUMMARY OF INFORMATION

After reading the introduction you will be asked to provide a **concise and non-confidential summary** of your invention (this may be shared with potential commercial partners).

Brief Summary Information

Brief, non-technical summary of Invention:

In this section you will also provide **details of previous and future disclosures** of this invention. First you will choose if this invention is related to a previous invention

disclosure that has been submitted to our office. If you answer “Yes” you must provide the KSU Invention I.D. Number.

Is this invention related to a previous invention disclosure submitted to the Office of Technology of Commercialization?

Yes

If YES, provide KSU Invention I.D. Number: KSU#

Next provide the **dates and details for all previous and/or future disclosures**. The system only allows you to add the date for one disclosure. If you need to add more than one, add additional dates and details in the “Description of Intended Publication/Disclosure” box.

Has this invention been published or publicly disclosed (e.g. abstract, proposal, paper submission, talk, online/webpage, thesis, presented for commercialization without a nondisclosure requirement)?

Load copies of publications, etc., if accessible, into the documents upload box below.

No

Estimated Date of Publication/Disclosure

M/d/yyyy



Description of Intended Publication/Disclosure

## FUNDING/SPONSORSHIP INFORMATION

Next you will provide **funding and sponsorship information including agencies/entities and grant numbers for all funding sources**. If you click yes, you will have the opportunity to disclose if the funding was from a U.S. Federal Agency. If yes, you will then add additional information in the table below.

Funding/Sponsorship Information			
Was this invention the result of sponsored or externally funded research?			
Yes			
If YES, is the funding from a <u>U.S. Federal Agency</u> (either directly or indirectly passed through from a prime recipient?)			
Yes			
If YES, provide below information on all Federal Agency grants or contracts that supported the development of the invention with period of funding:			
<div>Add Row</div>			
Agency	Grant/Contract #	Term	Manage
Nothing entered yet.			

If no, you will receive a description box to detail the sources and specifics of your funding.

**Funding/Sponsorship Information**

Was this invention the result of sponsored or externally funded research?

Yes

If YES, is the funding from a U.S. Federal Agency (either directly or indirectly passed through from a prime recipient?)

No

If NO, provide below how was the work funded (university research council, faculty start up fund, collaborative grant, private foundation or corporate sponsors, etc.):

## INVENTORS

In the inventors section you will be asked to provide the **names and contact details of co-inventors** (both Kent State and non-KSU contributors) as well as the percentage of their contribution. To add a KSU inventor click “Add Inventor” above the table.

**Inventors**

**Inventor Information**

The undersigned individuals each certify that they are faculty, staff, or a student of Kent State University; each has made a material contribution to the invention; and each acknowledges that all rights, title, and interest in the invention shall be assigned to KSU pursuant to Ohio Revised Code Section 3345.13. Also, each individual acknowledges and understands that any share of revenue to be paid shall be subject to the KSU Distribution of License and Royalty Income distributed among inventors based on the contribution % provided below (totaling 100% for KSU contributors). All KSU contributors must sign the disclosure.

List the Primary contact with Order 1 below. ALL FIELDS MUST BE COMPLETED!

**Kent State University Inventors:**

**Add Inventor**

First	Middle	Last	Permission	Order	Contribution	Working for	Department	Role Type	Manage
Bristyn	Lee	Nadeau	Editor	1	100.00%			Contributor	<a href="#">Edit</a>   <a href="#">Delete</a>

**Do you need to add Non-Kent State University Inventors?**

No

Use the search box in the upper right-hand corner of the window to search for your inventor. If you do not see them, click “Add a new contact” and fill out their name and contact information.

**Add Inventor**

Find Contact by Name, Email or other related info:  **Search**

Search Results:

**Bristyn Lee Nadeau**  
bnadeau1@kent.edu  
**Choose**

**Bristyn Lee Nadeau**  
bnadeau1@kent.edu  
**Choose**

[Add a new Contact](#) if you cannot find the Contact you are looking for.

Selected Contact:  
**No contact selected**

**Save Changes** [Close](#)

Once added adjust the contribution levels of each row so the total contribution from KSU inventors adds to 100%. If you need to add any non-KSU inventors choose yes in the corresponding drop-down. You put the percentage contribution of KSU inventors in the first box. The next box is the combined total contribution percentage of non-KSU inventors. The contribution of KSU and non-KSU inventors should add up to 100%.

**Inventors**

**Inventor Information**  
The undersigned individuals each certify that they are faculty, staff, or a student of Kent State University; each has made a material contribution to the invention; and each acknowledges that all rights, title, and interest in the invention shall be assigned to KSU pursuant to Ohio Revised Code Section 3345.13. Also, each individual acknowledges and understands that any share of revenue to be paid shall be subject to the KSU Distribution of License and Royalty Income distributed among inventors based on the contribution % provided below (totaling 100% for KSU contributors). All KSU contributors must sign the disclosure.

List the Primary contact with Order 1 below. ALL FIELDS MUST BE COMPLETED!

**Kent State University Inventors:**  
**Add Inventor**

First	Middle	Last	Permission	Order	Contribution	Working for	Department	Role Type	Manage
Bristyn	Lee	Nadeau	Editor	1	<input type="text" value="100.00%"/>			Contributor	<a href="#">Edit</a>   <a href="#">Delete</a>

**Do you need to add Non-Kent State University Inventors?**

**KSU % of Inventorship:**

**Non-KSU % of Inventorship:**

**\*\*KSU/Non-KSU Inventorship, should add up to 100%.**

Next you will be able to provide the full name and basic contact information about up to two non-KSU inventors. Please assign a contribution percentage to each one totaling 100%. For example, if you only have one non-KSU inventor their contribution is 100%. If

you have two, their contributions could be 60% for non-KSU contributor 1 and 40% for non-KSU contributor 2.

#### Non-KSU Contributors

##### External sign-off

If you have non-KSU inventors on this disclosure, please email [inventions\\_otc@kent.edu](mailto:inventions_otc@kent.edu) for instructions on obtaining their sign-off on the content of this IDF.

Non-KSU Contributors	Non-KSU Contributors
<b>Non-KSU Contributor 1</b> % of inventorship, should equal 100% between Non-KSU Contributors: <input type="text"/>	<b>Non-KSU Contributor 2</b> % of inventorship, should equal 100% between Non-KSU Contributors: <input type="text"/>
<b>Non-KSU Contributor 1 Full Name:</b> <input type="text"/>	<b>Non-KSU Contributor 2 Full Name:</b> <input type="text"/>
<b>Non-KSU Contributor 1 Address:</b> (Street, City, State, Zip & Country) <input type="text"/>	<b>Non-KSU Contributor 2 Address:</b> (Street, City, State, Zip & Country) <input type="text"/>
<b>Non-KSU Contributor 1 Institution/ Company:</b> <input type="text"/>	<b>Non-KSU Contributor 2 Institution/Company:</b> <input type="text"/>
<b>Non-KSU Contributor 1 Nature of contribution to the invention:</b> <input type="text"/>	<b>Non-KSU Contributor 2 Nature of contribution to the invention:</b> <input type="text"/>
<b>Non-KSU Contributor 1 Phone:</b> <input type="text"/>	<b>Non-KSU Contributor 2 Phone:</b> <input type="text"/>
<b>Non-KSU Contributor 1 E-mail Address:</b> <input type="text"/>	<b>Non-KSU Contributor 2 E-mail Address:</b> <input type="text"/>

## DETAILED DESCRIPTION

**Detailed Description**

**DETAILED DESCRIPTION OF INVENTION:**  
Please attach a complete technical description of the invention which, includes sufficient detail to enable one skilled in the art to understand and reproduce the invention along with a summary of prior art literature references (publications and patents); a description of the experimental work that has been performed, including schemes, drawings, data tables that show proof of principle and/or exemplifies the invention; and any other method or variation that can be reasonably envisioned to reduce the invention to practice.

Documents

Uploaded By	File	Extension	Created	Manage
No documents to display.				

**Add a Document**  
\* Size limit is 30MB  
 No file chosen

## PROPRIETARY MATERIALS

You will be asked if any proprietary materials obtained from another organization were used to develop the invention. If you answer “Yes” you will be prompted to attach a copy of the material transfer agreement that covered the transfer of such materials.

Proprietary Materials
Were proprietary materials obtained from another organization to develop the invention?
<div>Yes</div>
If YES, please attach a copy of the material transfer agreement that covered the transfer of such material in the Documents area above.

## INTERESTS

In this section you will **provide keywords that describe your invention**. For example, if you are creating an invention for bundling hay you may choose words such as “hay,” “farm,” “bundler,” etc.

Interests	
Keywords describing the invention:	<div>Add Row</div>
Keyword(s)	Manage
Nothing entered yet.	

## DETAILED INVENTION INFORMATION

In this section you will describe the **advantages and disadvantages of your invention**, including its **advantages over the state of the art**. You must also provide information regarding the **purpose/motivation of your invention**, the **problems it solves**, the **opportunities it creates**, and its practical applications.

Detailed Invention Information
What is the purpose/motivation of the invention? What problems does it solve or what opportunities does it create?
<div></div>
Describe the advantages and disadvantages of the invention with respect to invention alternatives:
<div></div>

You will then provide the dates of the **stages of development of your invention**.



Provided the following dates as applicable:

**Invention conception**

dd/MM/yyyy 

**First written description**

dd/MM/yyyy 

**Proof of concept established**

dd/MM/yyyy 

**Have you developed, or are you developing a prototype of the invention?**

Yes 

**Model or prototype completed**

dd/MM/yyyy 

## COMMERCIAL & LICENSING POTENTIAL

In this section provide commercial applications of the invention in addition to limitations and commitments.

### Commercial & Licensing Potential

**Describe in detail the potential commercial applications of the invention.**  
Based on available data/information, what is the potential market size of a potential product:

The term of a provisional patent application is 12 months during which time inventors can test, develop, prepare and/or position the invention for commercial application prior to the University filing an application for long-term patent protection.

**Describe below your commitment over the next 12 months to test, develop, prepare and/or position the invention for commercial application:**

**Prior to practical/commercial use, what limitations in the invention must be overcome and what resources are needed to achieve these limitations?**

## MARKETING TARGETS

Here is where you will list companies that may be interested in your technology.

### Marketing Targets

**Marketing Target(s)**  
Please list any companies that may be interested in licensing this technology:

Add Row

## SUBSCRIBERS

In this section you must provide a witness who is not the inventor or co-inventor, but that can understand the technical subject matter, to sign. This witness must have a Kent State Flashline login. To do this, click "Add Subscriber" in the left-hand corner above the table.

Subscribers

**Execution by Witness**  
 This disclosure should be witnessed by an individual who is technically qualified to understand the subject matter and is not the inventor or co-inventor. The witness must have Kent State University FlashLine Login to access the portal and sign.

Add Subscriber

First	Last	Email	Type	Role	Manage
Bristyn	Nadeau	bnadeau1@kent.edu	User	Preparer	<a href="#">Edit</a>   <a href="#">Creator of this Disclosure</a>

*Disclosure requires 1 witness(es) to sign after approval. Please, add 1 witness(es).*

Then enter the first name, last name, and Kent State e-mail of your witness and choose a subscriber role. This individual does not need to have an account in the portal. They will receive an e-mail and can log in and sign.

Add Subscriber

Subscribers do not need to be users of Inventor Portal. Add individuals that you would like to be notified by email of events and actions that take place for this disclosure.

First Name:

Last Name:

Email Address:

Subscriber Role:

☒ No Signature required on Disclosure (subscriber)  
☐ Require signature of disclosure as witness  
☐ Require signature of disclosure as preparer

Save Changes

Close

## REMARKS

In this section you may add any comments, remarks, or additional details for your application.

Remarks

By	Comment	Created
No remarks to display.		

Add a Remark

Save Remark

## SUBMITTING YOUR APPLICATION & NEXT STEPS

As mentioned, you can save your application at any time and come back to it. Once you are satisfied with the information you have provided and all relevant fields have been completed, you must click “Submit for Review.”



An administrator can re-open the document for you if anything else needs to be added.

Once submitted your application will be reviewed for completion. If it requires further information, you will receive an e-mail notification that it has been set back to a draft application. If your disclosure is complete, you will receive an e-mail saying it has been accepted and someone will contact you.