



JOHNS HOPKINS

TECHNOLOGY VENTURES

The Johns Hopkins Technology Ventures' Inventor Portal

How to Submit an Invention Disclosure

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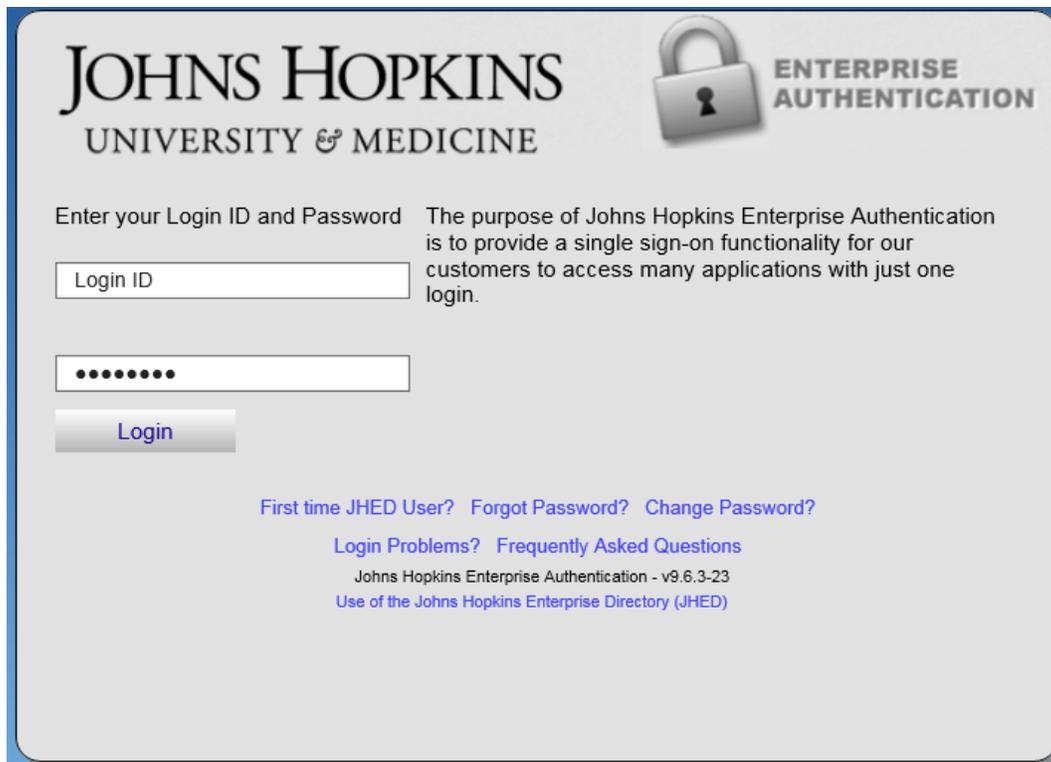
Requesting an Inventor Portal Account

If this is your first time accessing the Johns Hopkins Technology Ventures (JHTV) Inventor Portal you will need to set up an account within the system. Once your account is in place you will have access to the JHTV Inventor Portal and Electronic Invention Disclosure. Note, if you previously had an account with JHTV via the old Infoed system an account is already in place for your use.

First, connect to the Inventor Portal via the following URL:

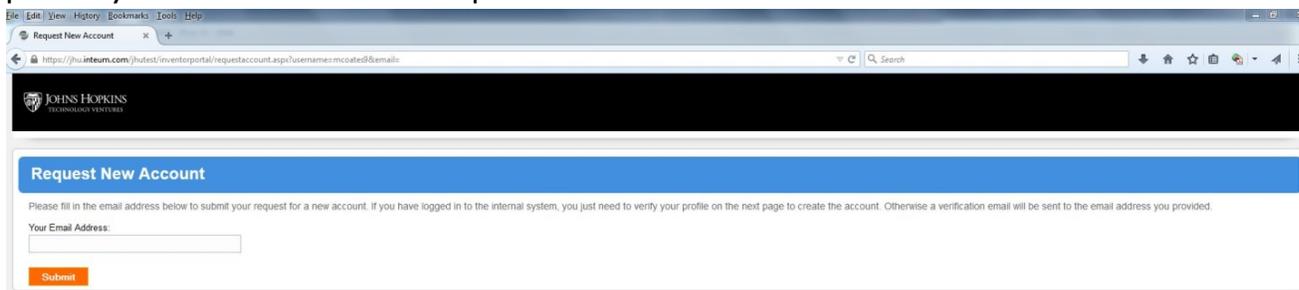
<https://jhu.inteum.com/jhu/inventorportal/>

You will be redirected to the Johns Hopkins Enterprise Login page where you must enter your Johns Hopkins Enterprise Directory (JHED) ID and password.



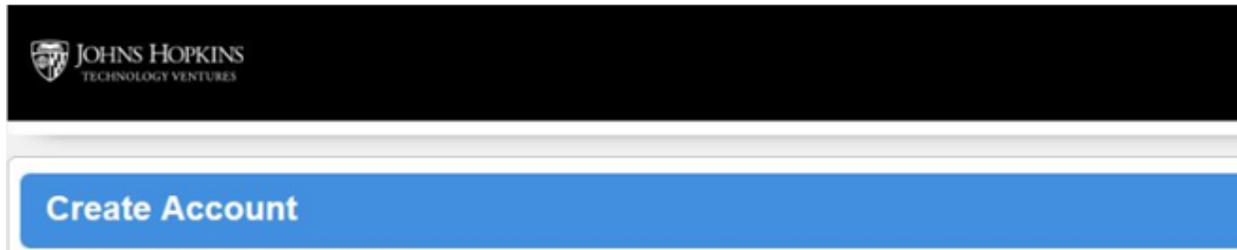
The screenshot shows the Johns Hopkins University & Medicine Enterprise Authentication login page. At the top left is the Johns Hopkins University & Medicine logo. To the right is a padlock icon and the text "ENTERPRISE AUTHENTICATION". Below the logo, there is a prompt "Enter your Login ID and Password" and a text box for the "Login ID". Below that is a password field with masked characters. A "Login" button is positioned below the password field. To the right of the login fields, there is explanatory text: "The purpose of Johns Hopkins Enterprise Authentication is to provide a single sign-on functionality for our customers to access many applications with just one login." At the bottom of the page, there are several links: "First time JHED User?", "Forgot Password?", "Change Password?", "Login Problems?", and "Frequently Asked Questions". Below these links, it says "Johns Hopkins Enterprise Authentication - v9.6.3-23" and "Use of the Johns Hopkins Enterprise Directory (JHED)".

After authenticating you will be returned to the inventor portal. Here, the system will present you with the choice to "Request New Account".



The screenshot shows a web browser window displaying the "Request New Account" page. The browser's address bar shows the URL: <https://jhu.inteum.com/jhu/inventorportal/requestaccount.aspx?username=mcocote@jhsmail.com>. The page header includes the Johns Hopkins Technology Ventures logo. Below the header, there is a blue bar with the text "Request New Account". Underneath, there is a small paragraph of instructions: "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." Below this text is a text box labeled "Your Email Address:". At the bottom of the form is an orange "Submit" button.

Entering your email address and pressing the submit button will launch the “Create Account” screen. This is where you can build your User profile. Fields with an asterisk (*) are required in order to create your account.



When creating your account do not change the assigned “User Name”. Your user name defaults to your JHED ID and will be the means by which the system will remember your account for the future.

- Provide your Johns Hopkins email address and make sure that you have checked the box marked “Set as default Email”.
- Provide a phone number by which you can be reached. It is important that JHTV have a current and active phone number at which to reach inventors as we process your new invention.
- The JHU needs a post mailing address. A mailing address will help JHTV by having another means by which to contact you should any paperwork need to be delivered to your attention via traditional mail. Additionally, the system will ask you to “add another address”. JHTV requests that you also provide your residential address. If you choose not to add your residential address at this time, a representative of JHTV will contact you in the future for your residential address as it is required by most government patent offices in order to file a patent application.

When you have completed filling out the account fields press the  button. A prompt labeled “Next Steps” will appear to tell you that your account has been created and that you now have access to the inventor portal.

Congratulations! You now have access to the JHTV Inventor Portal and you can submit new inventions via the electronic disclosure form. If you want to skip past how to Log in to the inventor portal, you can get a look at your “[Dashboard](#)” or review how to [create](#) and [submit](#) a new invention disclosure.

Logging In to the Inventor Portal

As with requesting and creating a user's account in Inteum, connect to the Inventor Portal via the following URL: <https://jhu.inteum.com/jhu/inventorportal/>, and enter your **Johns Hopkins Enterprise Directory (JHED) ID and password**.

If at any time you experience difficulty logging into the system, please feel free to contact the JHTV's system administrator, Mr. Alan Mullenax at 443-287-6576 or amullena@jhmi.edu.

Administrative Support

In response to faculty requests, JHTV's new inventor portal allows administrative assistants to transcribe faculty inventions, via the portal, onto the JHU's electronic invention disclosure.

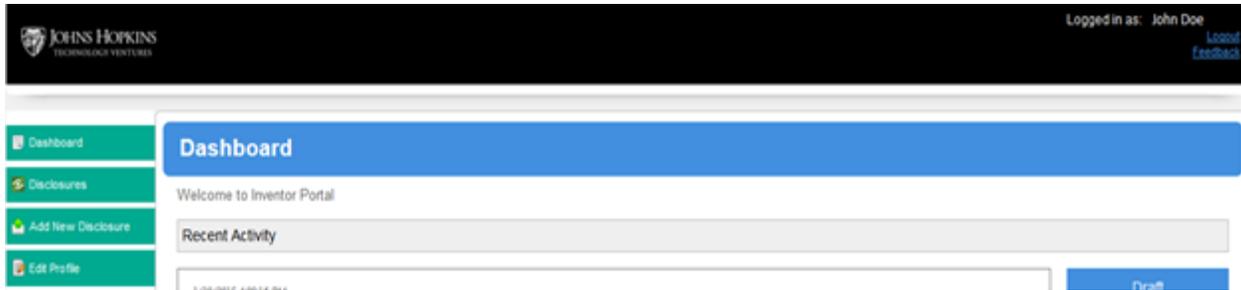
Just like inventors, administrative assistants must create an account in the inventor portal. To learn how to do so, see [Requesting an Inventor Portal Account](#). When creating the account, make sure that "Administrative Assistant" is clearly indicated within the "Title" field of the "Create an Account" webpage so that the record clearly indicates that the transcriber has no inventorship interest in the invention, and is adding the new invention to the Inventor Portal from an administrative capacity at the instructions of his or her employer. The transcribing administrator is never considered an inventor and will not be added to the invention disclosure as an inventor.

Once the administrative assistant has completely filled out the electronic disclosure form he or she must [submit](#) the disclosure. Upon submission, the JHTV administrator will receive an email notification that the disclosure was submitted. After submission of an electronic invention disclosure, JHU inventors will receive a follow up email offering a link to the signature page of the new invention disclosure. Although faculty administrative support staff often has access to an Inventor's email in order to help keep correspondence flowing smoothly, it is imperative that when the email comes regarding the signing and execution of the invention disclosure that the inventor **and not the administrator** follow the link and sign the new invention disclosure for themselves, because the digital signature is an assignment of the invention to the university.

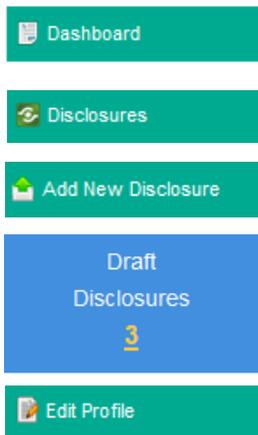
If you have any questions about administrative support, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 410-955-7234 or jpparadis@jhmi.edu.

The Dashboard and Your Disclosures

Welcome to the JHTV Inventor Portal and to your Dashboard View. From your Dashboard view, you can view your most recent activity. You can quickly access any disclosures you have in draft, access completed disclosures awaiting JHTV confirmation of your submission, or review the disclosures you have previously submitted to JHTV. You can also add new disclosures from your dashboard, edit your profile if any of your contact information has changed, submit feedback, and log out of the portal when you are done.



From the dashboard of the inventor portal you can:



Return to the front page of your Dashboard at anytime from anywhere else within the inventor portal.

Take a look at your past disclosures

Add a new disclosure to the system through the inventor portal.

Review disclosures that you are still working on prior to submission.

And [update your profile](#) with new contact information.

If you have any questions about your dash board, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 410-955-7234 or jpparadis@jhmi.edu.

Editing Your Profile

As an inventor you can access the portal to update your contact information as it changes. Changes in your title, your department at The JHU, your residence, phone numbers, or even citizenship can all be made in this section.

The ability to personally update your profile is retained by inventors who have a JHED ID. For inventors who have left The JHU and who no longer have access to a JHED ID, please send your updated contact information to JHTV via the email address, jhtv-disclosure@jhmi.edu. Once your new contact information is received, a JHTV administrator will manually update your contact information in the system.

- From your profile page you can update your title and citizenship should they change.
- You can make changes to and set your default (preferred) contact phone number and email address. You can add additional numbers and email addresses as well.
- You can update your mailing work and residential addresses, add additional mailing addresses, and set your default mailing address.

Whenever you have made changes to your user profile make sure to save your changes.

If you have any questions about your dash board, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 410-955-7234 or jpparadis@jhmi.edu.

Adding Your New disclosure

From your [Dashboard](#) you can click on the  button to begin the process of submitting a new invention disclosure to JHTV. Selecting “Add New Disclosure” will launch a “New Disclosure” Popup. Type in the title of your invention and press the  button to launch the electronic disclosure form. There is no need to change the “Type of Disclosure” as the type of disclosure is defaulted to “JHU Invention Disclosure”.

The electronic disclosure is made up of five sections, the core which is the “Invention Disclosure” section, the crucial “Funding” section, the named “Inventors”, any additional “Documents” that you want to include with your disclosure such as manuscripts, and “Remarks”.

Each section of the electronic disclosure is easily accessed. You can open or close each section by clicking on the ☰ to the left-hand side of each section.

Disclosure

Save As Draft Download As PDF

Disclosure Type: JHU Invention Disclosure

Disclosure Title: An Example Invention Disclosure

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

☰ Invention Disclosure

☰ Funding

☰ Inventors

☰ Documents

☰ Remarks

Save As Draft Download As PDF

Several questions are marked “Required” and you will be unable to [submit your disclosure](#) until an answer is provided. Required fields are identified by the presence of the term (Required) and an asterisk (*) at the end of a given question.

The Invention Disclosure Section

The invention disclosure section of the electronic disclosure is the core of this form. Within this section, answers are sought for a detailed description, potentially included biological material, planned public disclosures, as well as the names of the principal inventor, primary contact for your disclosure and the department of the principal inventor.

The Funding Section

Within the Funding section of the electronic disclosure JHTV needs you to communicate any Sponsored funding or grant support that was used in the development of your invention. The first question is required and asks if there is any funding, it needs a simple “Yes” or “No”. The next question must be answered if your response to the preceding question was “Yes”. To add a source of funding to your electronic disclosure, press the **Add Funding** button. For each source of funding provide the name of the funding institution as well as the grant number that is associated with the funding

Add Funding [X]

Find Funding Institution by name: **Search**

Selected Funding Institution:
No company selected

Grant Number. If there is no grant number, type "none".
 Add another grant number to the list.

Save Changes [Close](#)

If you have more than one grant number from the same funding institution you can add the additional number(s) by pressing **Add another grant number to the list.** . If there are no other grant numbers for the current institution save the changes. If you have additional grant numbers from a different funding institution you may add them by pressing **Add Funding** .

The Inventors Section

Inventors

It is in this section where you must include the names of each inventor of the new invention. Please include any non-JHU inventors as well as JHU Inventors.

To add an individual to the electronic form as an inventor, press the **Add Inventor** button. At this stage you can search for an inventor's name in the system, give a JHU inventor edit control if you need him or her to add data, and indicate the percentage of the JHU inventor's contribution to the creation of the invention. You do not need to interact with the "Sign date", "Sign Type", or "Signature Terms" fields. The JHU administrator who intakes your disclosure is responsible for that portion.

Search for the individual that you want to add as an inventor by his or her first or last name.

If the individual is in the system a name will appear and you can press the **Choose** button to add him or her to the list of inventors within the disclosure.

After a search, if the individual's name is not in the system you can add them as a "new contact".

[Add a new Contact](#) Please only create a new inventor contact if you have already conducted a search and were unable to find the name.

JHTV will need the new inventors' first and last names, assigned department(s), as well as a valid email address, business mailing address, and residence.

The inventor has now been added to the system as a new contact.

At this point you can give a JHU inventor edit control if you need him or her to add data. The JHU authentication system precludes non-JHU inventors from accessing the portal. You can also indicate the percentage of the JHU inventor’s contribution to the creation of the invention. Once you’ve determined the new inventors setting and contribution press the **Save Changes** button. Each inventor you select will be added to the electronic disclosure.

The Documents Section



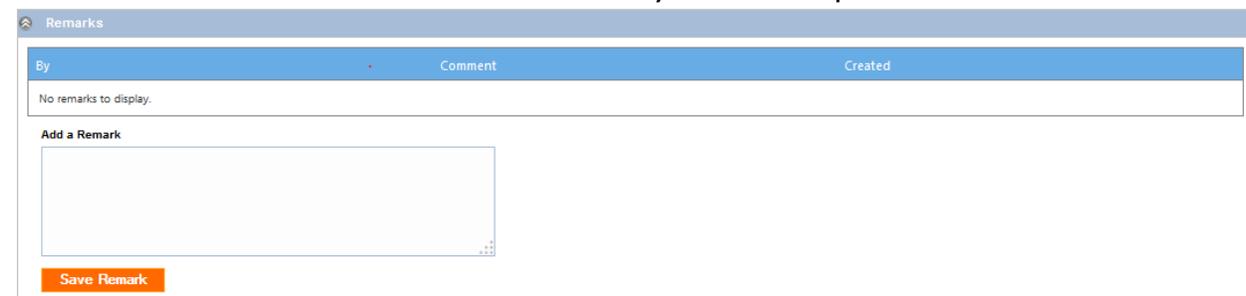
In the documents section you can attach any documents which you want to disclose to JHTV along with your electronic disclosure. This can be particularly helpful if you have a manuscript or abstract which you want to include. Browse your local drive for the content you want to include and press the **Upload Document** Button. Documents should not exceed 15 megabytes. If they are larger than 15mg, make use of the  (JHBox) for transmission of larger documents.



The Remarks Section



The “Remarks” section is a free text area where inventors can communicate with one another or with JHTV regarding their electronic invention disclosure. To make a remark, text within the field entitled “Add a Remark”. To save your remark, press the **Save Remark** button.



Once a remark is saved it is sent by automatic email to the inventors that were named within the Inventors Section as well as to the JHTV administrator. The remark is also saved as a comment on the electronic disclosure form.

Other Important Features when Adding a New Disclosure

There is a button on the form entitled **Download As PDF**. This feature allows you to save your work as a pdf document which you can retain for your own records. You can create a pdf of your work at any time during the process.

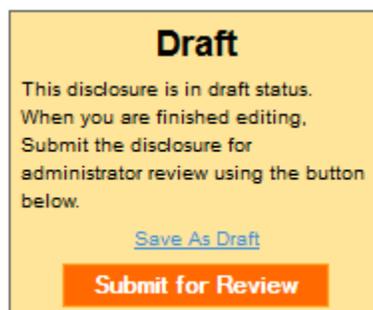
You may have noticed that at both the top and the bottom of the Electronic Disclosure Page there is a button labeled “Save as Draft” **Save As Draft**. This allows you to save your work at any time. You can choose to save your work, log out of the system, and come back to it at another time. You must also press the **Save As Draft** button when you have completed your disclosure and you are ready to submit it to JHTV.

Your next step will be to [submit your new invention disclosure](#) to JHTV.

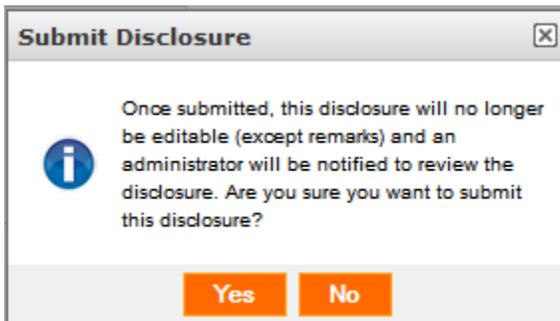
If you have any questions about your adding a new invention disclosure, please feel free to contact the JHTV’s Invention Disclosure Administrator, Ms. Tina Preston, at 410-955-7290 or tpreston26@jhmi.edu.

Submitting Your New Disclosure

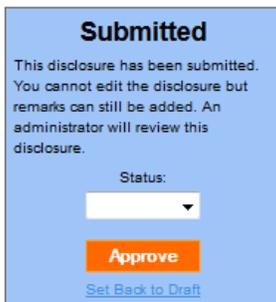
As you fill out your new invention disclosure remember to save your work frequently, including when you are preparing to submit you invention disclosure to JHTV. When you are ready to submit your invention, you can find the **Submit for Review** button in the top right hand side of the disclosure form within a colored status box which reads “Draft”.



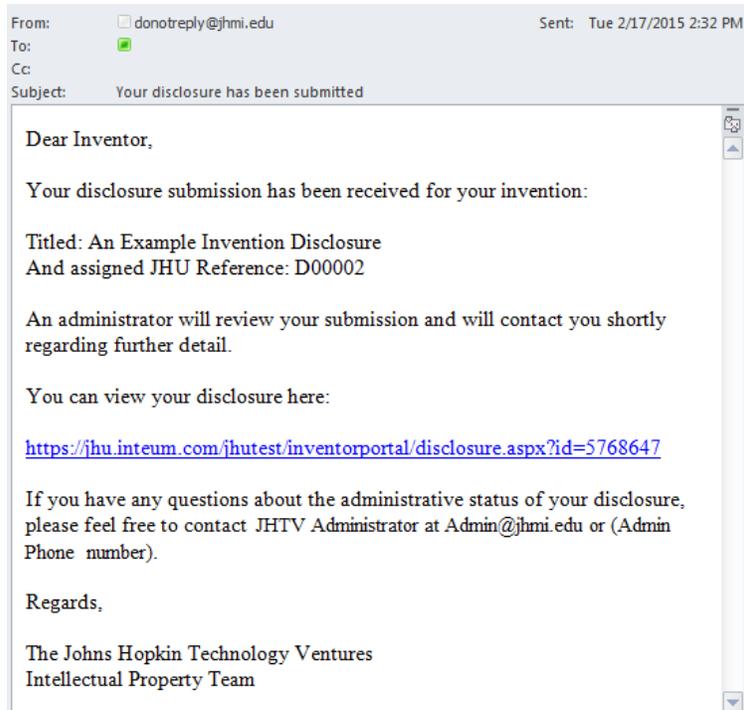
Upon pressing “submit for review”, a popup will appear to alert you that if you choose to submit your disclosure will no longer be editable, with the exception of remarks. Choosing “No” will return you to your draft disclosure where you will retain the ability to edit until you are ready to submit. **Choosing “Yes” will push your disclosure through and send a notification email to the JHTV administrator alerting him or her that a new disclosure has been received.**



Once you have submitted your disclosure the Colored box in the top right hand corner will read “Submitted” and will have changed to the color blue. An email will have also been delivered to the JHTV administrator alerting him or her to your new submission.



An email will be delivered to the JHTV administrator alerting him or her to your new submission. An additional email will be delivered to each of the named inventors alerting each inventor that the disclosure has been submitted and providing a direct link to review your invention disclosure at any time.



The JHTV Administrator will conduct a brief administrative review of your new submission and will select a status of “Incomplete”. This status is **only** to reflect that your disclosure is incomplete pending signature. The administrator will then **“approve your disclosure as ready”** for your and the other inventors’ signatures.

The next step in the process of submitting your new invention disclosure through the inventor portal will be the [signing of your disclosure](#) by each eligible JHU inventor. The system will automatically email each JHU inventor informing him or her of the successful submission and requesting his or her signature.

If you have any questions about submitting your new invention disclosure, please feel free to contact the JHTV’s Invention Disclosure Administrator, Ms. Tina Preston, at 410-955-7290 or tpreston26@jhmi.edu.

Signing your New Disclosure

The JHU Inventors will receive an email from JHTV which will provide a link to your disclosure's digital signing page. Click on the link to sign your disclosure. Administrative support often has access to an Inventor's email in order to help keep correspondence flowing smoothly. It is imperative that when the email comes regarding the signing and execution of the invention disclosure that the inventor **and not the administrator** follow the link and sign the new invention disclosure for themselves because a digital signature on an invention disclosure is an assignment of the invention to the university under the Intellectual Property Policy.

The digital signature page is where JHU Inventors must certify the accuracy of their disclosure and assign to The JHU.

Disclosure Digital Signing

This page allows you to digitally sign your disclosure. Inventors from outside of The Johns Hopkins are not obligated to assign to The JHU and should not attempt to digitally sign this disclosure. However, this digital signature should be completed by those JHU personnel subject to The Johns Hopkins University Intellectual Property Policy. Students may or may not be subject. To digitally sign your disclosure enter your full name in the box(s) below. An administrator will be notified when your digital signature is completed.

Disclosure Details

Invention ID: **5768647**
 Disclosure Title: **An Example Invention Disclosure**
[View Your Full Disclosure Details Here](#)

Inventors

Name	Title	Department	Email	Phone
Jason P. Paradis			jpparadis@jhmi.edu	(410) 516-6514

Signature Terms

Read the terms below carefully, then check the box to agree to these terms:

JHU INVENTOR CERTIFICATION and ASSIGNMENT
 This section is completed by those JHU personnel subject to The Johns Hopkins University Intellectual Property Policy. Students may or may not be

By digitally signing this document, I agree to the terms listed above and the disclosure information presented.

Sign this Disclosure

From the digital signature page you can review the record to confirm the assigned Invention ID, the recorded title of your disclosure, and view your full disclosure again via the provided link.

Disclosure Details

Invention ID: **5768647**
 Disclosure Title: **An Example Invention Disclosure**
[View Your Full Disclosure Details Here](#)

Each of the inventors that were named on your disclosure will also be listed on the page.

Inventors

Name	Title	Department	Email	Phone
Jason P. Paradis			jpparadis@jhmi.edu	(410) 516-6514

Before digitally signing the document make sure to review the Signature Terms provided both here and on the digital signature page.

JHU INVENTOR CERTIFICATION and ASSIGNMENT

This section is completed by those JHU personnel subject to The Johns Hopkins University Intellectual Property Policy.

- I/we, the Inventors, hereby certify that the information set forth in this Invention Disclosure is true and complete to the best of my/our knowledge.
- I/we, the Inventors, hereby certify that I/we will promptly advise JHTV of any commercial interest regarding the Invention described herein.
- I/we, the Inventor(s), subject to The Johns Hopkins University Intellectual Property Policy and not under an obligation to assign intellectual property rights to another party, hereby affirm that in consideration for The Johns Hopkins University's evaluation of commercial potential and a share of income which I/we may receive upon commercialization of my/our Invention, on the date of my/our signature(s) as indicated below do hereby assign and transfer my/our entire right, title and interest in and to the Invention described herein unto The Johns Hopkins University, its successors, legal representatives and assigns.

I hereby agree and affix my typewritten signature with the intent to sign this Invention disclosure form and to convey title to the described intellectual property.

Once you have reviewed the terms, mark the check box indicating that you agree to the terms and with the information on the invention as provided within the electronic invention disclosure.

By digitally signing this document, I agree to the terms listed above and the disclosure information presented.

Finally type your full name into signature box provided and press the  button to sign your disclosure.

Once you have signed your disclosure a popup will appear to confirm that you have successfully digitally signed the disclosure.

If you have any questions about digitally signing your invention disclosure form, please feel free to contact the JHTV's Invention Disclosure Administrator, Ms. Tina Preston, at 410-955-7290 or tpreston26@jhmi.edu.

Congratulations, with the execution of your digital signature the addition and submission of your new invention disclosure is complete. A JHTV administrator will follow up with you within forty-eight hours to introduce you to the patent and licensing managers who will be working with you directly on your technology.