



JOHNS HOPKINS

TECHNOLOGY VENTURES

The Johns Hopkins Technology Ventures Inventor Portal

How to Submit a Report of Invention

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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 Report of Invention.

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

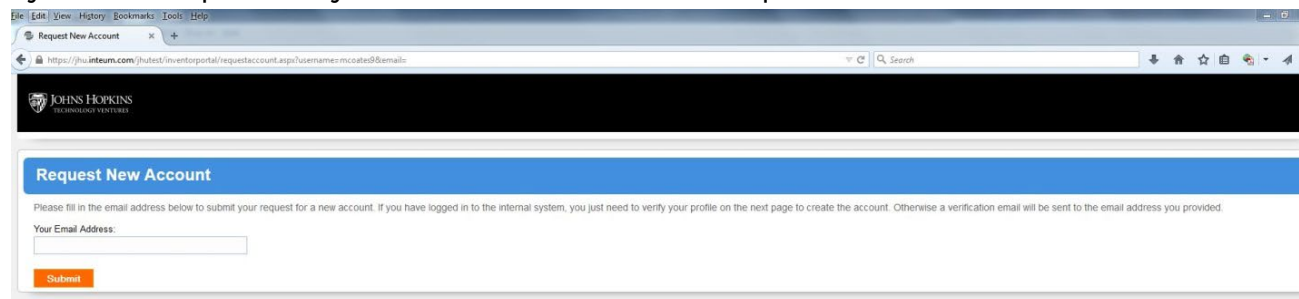
<https://jhu.inteum.com/jhu/inventorportal/>

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



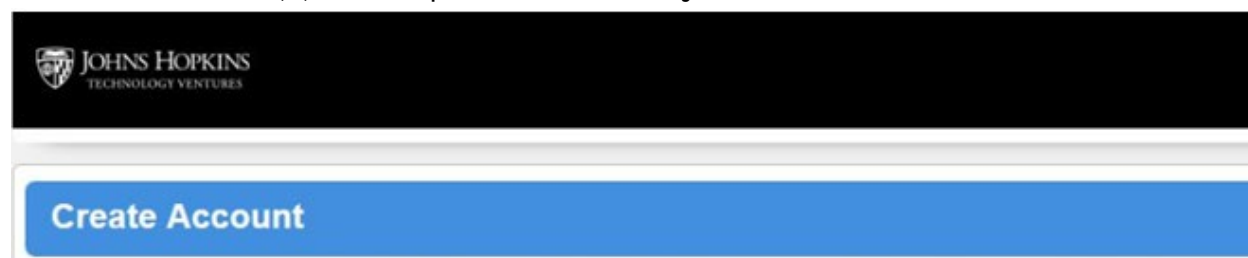
The image shows the Johns Hopkins University & Medicine Enterprise Authentication login page. At the top left is the Johns Hopkins University & Medicine logo. To the right is a padlock icon and the text "ENTERPRISE AUTHENTICATION". Below the logo, it says "Enter your Login ID and Password". There are two input fields: one for "Login ID" and one for the password (masked with dots). Below the password field is a "Login" button. To the right of the input fields, there is a paragraph: "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." Below the login fields, there are links: "First time JHED User?", "Forgot Password?", "Change Password?", "Login Problems?", and "Frequently Asked Questions". At the bottom, 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 image 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=mcoster@jhsph.edu>. The page has a blue header with the text "Request New Account". Below the header, there is a paragraph: "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 paragraph is a text input field labeled "Your Email Address:". At the bottom left 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 to create your account.



When creating your account, do not change the assigned “Username”. Your username defaults to your JHED ID and will be how the system remembers your account for the future.

- Provide your Johns Hopkins email address and make sure you have checked the box marked “Set as default Email”.
- Provide a phone number by which you can reach. It is important that JHTV has a current and active phone number at which to reach inventors as we process your invention.
- JHTV needs a postal mailing address. A mailing address is another means by which JHTV can 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 to file a patent application.

When you have completed filling out the account fields, press the [Create an Account](#) 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 into the inventor portal, you can get a look at your “[Dashboard](#)” or review how to [create](#) and [submit](#) a new Report of Invention.

Logging In to the Inventor Portal

As with requesting and creating a user's account in Minuet, 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 have trouble logging into the system, please feel free to contact the JHTV's Minuet administrator, Mr. Alan Mullenax at 410-614-0300 or amullen1@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 electronic report of invention.

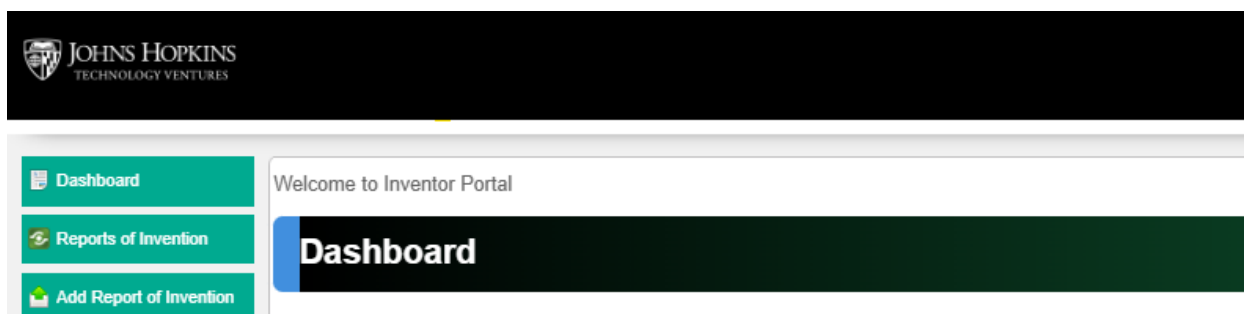
Just like inventors, administrative assistants must create an account in the inventor portal. To learn how to do so, see [Requesting an Inventor Portal Account](#). When creating the account, make sure that "Administrative Assistant" is clearly indicated within the "Title" field of the "Create an Account" webpage. The record needs to clearly indicate that the transcriber has no inventorship interest in the invention and is adding the 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 report of invention as an inventor.

Once the administrative assistant has filled out the electronic report of invention form, they must [submit](#) the disclosure. Upon submission, the JHTV administrator will receive an email notification that the disclosure was submitted. After submission of an electronic report of invention, inventors will receive a follow up email offering a link to the signature page of the report of invention. Although faculty administrative support staff often has access to an Inventor's email, it is imperative that the inventor **and not the administrator** follow the link and sign the report of invention for themselves. The digital signature is an assignment of the invention to the university.

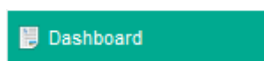
If you have any questions about administrative support, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 667-306-8217 or jpparadis@jhmi.edu.

The Dashboard and Your Reports of Invention

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 reports of invention you have in draft, access completed disclosures awaiting JHTV confirmation of your submission or review the inventions you have previously submitted to JHTV. You can also add reports of invention 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 within the inventor portal.



Look at your past reports of invention.



Add a report of invention to the system through the inventor portal.



Review reports of invention that you are still working on prior to submission.



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

If you have any questions about your dashboard, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 667-306-8217 or jpparadis@jhmi.edu.

Editing Your Profile

This process is very similar to how you added your contact information when you first [created an account](#). As an inventor, you can access the portal to update your contact information as it changes. Changes to your title, your department, 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 and who no longer have access to a JHED ID, please send your updated contact information to JHTV's Report of Invention Administrator, Ms. Tina Preston, at tpreston26@jhmi.edu. Once your new contact information is received, it will be manually updated 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.

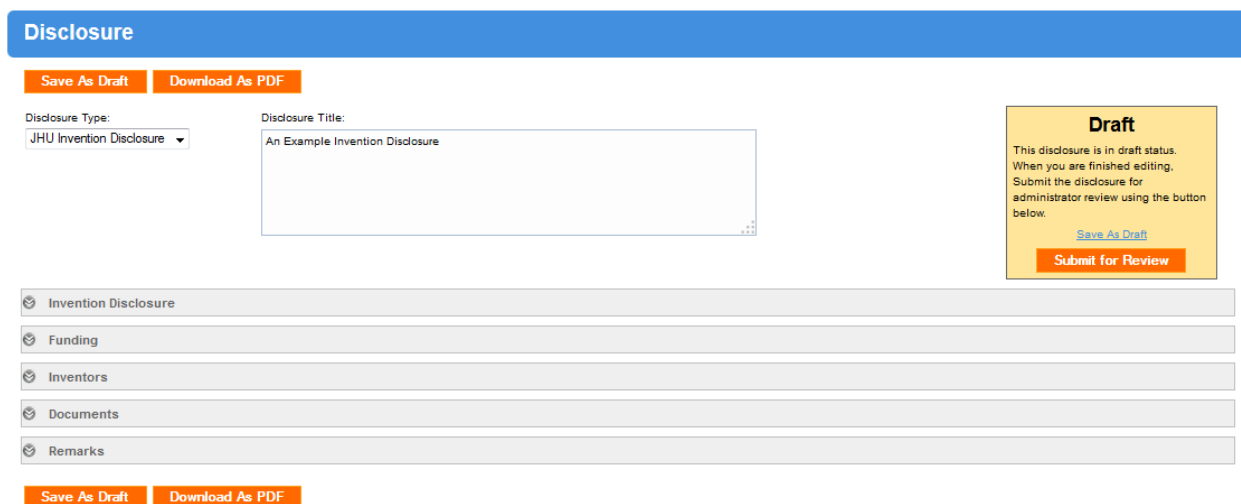
If you have any questions about your dashboard, please feel free to contact the JHTV's Inventor Portal Administrator, Jason Paradis at 667-306-8217 or jpparadis@jhmi.edu.

Adding Your New Report of Invention

From your [Dashboard](#), you can click on the  button to begin the process of submitting a report of invention to JHTV. Selecting "Add Report of Invention" will launch a "New Disclosure" Popup. Type in the title of your invention and press the  button to launch the electronic disclosure form. Johns Hopkins University faculty, staff, and students should select the "1. JHU Invention Disclosure" as the "Type of Report of Invention". Johns Hopkins Health Services employees should select "2. JHHS Invention Disclosure".

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

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



The screenshot displays the 'Disclosure' section of the electronic report of invention. At the top, there is a blue header bar labeled 'Disclosure'. Below this, there are two orange buttons: 'Save As Draft' and 'Download As PDF'. The main content area includes a 'Disclosure Type' dropdown menu set to 'JHU Invention Disclosure' and a 'Disclosure Title' text box containing 'An Example Invention Disclosure'. To the right, a yellow 'Draft' box contains a message: 'This disclosure is in draft status. When you are finished editing, Submit the disclosure for administrator review using the button below.' Below this message are two buttons: 'Save As Draft' and 'Submit for Review'. At the bottom, there is a list of sections: 'Invention Disclosure', 'Funding', 'Inventors', 'Documents', and 'Remarks', each with a chevron icon to its left. Below the list, there are two more orange buttons: 'Save As Draft' and 'Download As PDF'.

Several questions are marked “Required” and you will be unable to [submit your report of invention](#) 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.

Invention Disclosure Section



The screenshot shows the 'Invention Disclosure' section header, which is a blue bar with a chevron icon to the left of the text 'Invention Disclosure'.

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

Funding Section



The screenshot shows the 'Funding' section header, which is a blue bar with a chevron icon to the left of the text 'Funding'.

Within the Funding section of the electronic report of invention, 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 report of invention, press the **Add Row** button. For each source of funding, include the name of the funding entity, the grant or contract number associated with the funding, and the type of funding, whether federal, university, commercial, or other. You can add as many rows as you need to report your funding sources.

Sponsorship

Was any form of sponsorship or funding used in the development of this technology? (federal, commercial, university or other) *

If "Yes", select the name of the funding institution and provide the grant or contract number in the Funding Section below.

Funding

Add Grants

Grant Title	Grant Number	SAP Grant Number	Granted Date	Sponsors
No Grants Found				

Inventors Section

Inventors

It is in this section where you must include the names of each inventor of the invention. Please include any non-Johns Hopkins inventors along with all Johns Hopkins 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 an inventor edit control if you need him or her to add data, and indicate the percentage of the Johns Hopkins inventor’s contribution to the creation of the invention. The “Significance” field is simply an indicator of the chronological order in which new inventors were added.

Add Inventor

Inventor's Disclosure Role and Rights: *

☐ Administrator
Full control over this disclosure.

☒ View Only
Can only add remarks and view this disclosure.

Find Contact by Last Name or First Name: **Search**

Significance: *

Contribution %:

Save Changes [Close](#)

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

Find Contact by Last Name or First Name: **Search**

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 report of invention.

Search Results:

Janice Ankeny
janken1@jhmi.edu
Johns Hopkins University

Choose

After a search, if the individual's name is not in the system, you can add them as a "new contact". JHTV will need the new inventors' first and last names, assigned departments, as well as a valid email address, residential mailing address, and citizenship.

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

Selected Contact:

Jane Doe
jdoe456@jhmi.edu

Remove

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

Documents Section

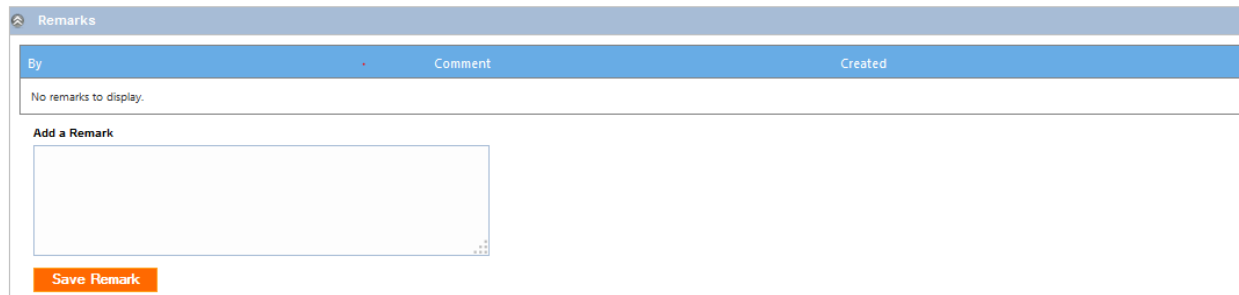
Documents

In the documents section, you can attach any documents which you want to disclose to JHTV along with your electronic report of invention. 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, add a remark to the Remarks Section and JHTV will contact you with other mechanisms to submit the document.

Uploaded By	File	Extension	Created	Manage
No documents to display.				
Add a Document				
<div><div>Browse...</div><div>No file selected.</div></div>				
<div>Upload Document</div>				

Remarks Section

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

The screenshot shows a web interface titled "Remarks". At the top, there is a header bar with the word "Remarks" on the left and three columns: "By", "Comment", and "Created". Below this header, a message states "No remarks to display." Underneath, there is a section labeled "Add a Remark" which contains a large, empty text input area. At the bottom of this section is an orange button labeled "Save Remark".

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 Report of Invention

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.

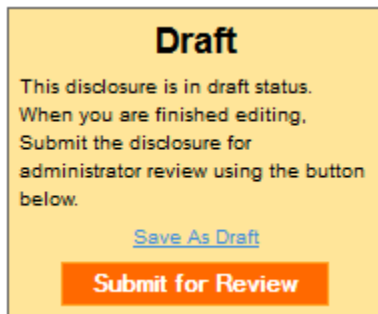
You may have noticed that at both the top and the bottom of the Electronic Report of Invention Page there is a button labeled “Save as Draft” **Save As Draft**. This allows you to save your work at any time. You can choose to save your work, log out of the system, and come back to it at another time.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

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

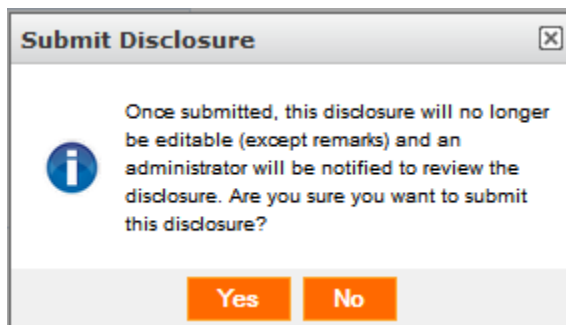
If you have any questions about your adding a report of invention, please feel free to contact the JHTV’s Report of Invention Administrator, Ms. Tina Preston, at 667-306-8261 or tpreston26@jhmi.edu.

Submitting Your Report of Invention

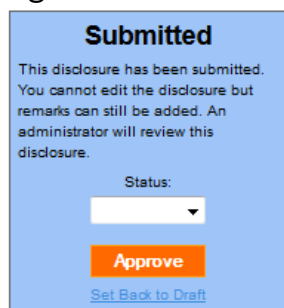
As you fill out your report of invention, remember to save your work frequently, including when you are preparing to submit your report of invention to JHTV. When you are ready to submit your invention, you can find the [Submit for Review](#) button in the top right-hand side of the report of invention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



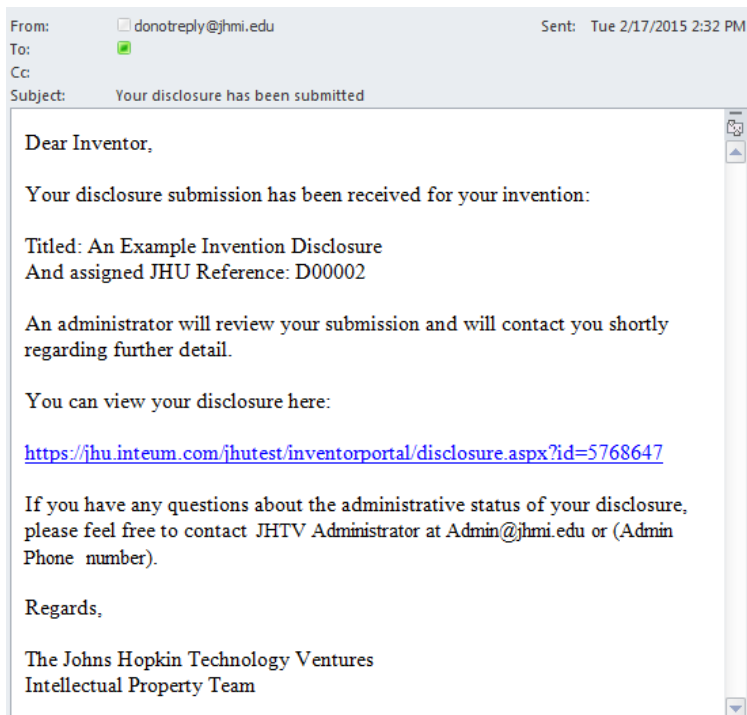
Upon pressing “submit for review”, a popup will appear to alert you that if you choose to submit, your disclosure will no longer be editable, except for remarks. Choosing “No” will return you to your draft report of invention where you will retain the ability to edit until you are ready to submit. **Choosing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



Once you have submitted your report of invention, the colored box in the top right-hand corner will read “Submitted” and will have changed to blue.



An email will be delivered to the JHTV administrator alerting them 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 report of invention 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 report of invention is incomplete pending signature. The administrator will then **“approve”** your report of invention as being ready for the inventors’ signatures.

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

If you have any questions about submitting your report of invention, please feel free to contact the JHTV's Report of Invention Administrator, Ms. Tina Preston, at 667-306-8261 or tpreston26@jhmi.edu.

Signing your New Disclosure

The Inventors will receive an email from JHTV which will provide a link to your report of invention's digital signing page. Click on the link to sign your report of invention. Administrative support often has access to an Inventor's email to help keep correspondence flowing smoothly. It is imperative that when the email comes regarding the signing and execution of the report of invention, the inventor (and not the administrator) follows the link and sign the document for themselves. A digital signature on a report of invention is an assignment of the invention to the university under the Intellectual Property Policy.

The digital signature page is where Inventors must certify the accuracy of their report of invention and assign to Johns Hopkins.

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.

Jason P. Paradis

Sign this Disclosure

From the digital signature page, you can review the record to confirm the assigned Invention ID, the recorded title of your report of invention, and view your full invention 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 the report of invention 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.

INVENTOR CERTIFICATION and ASSIGNMENT

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

- 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 report of invention.

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

Finally type your full name into the signature box provided and press the **Sign this Disclosure** button to sign your report of invention.

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

If you have any questions about digitally signing your report of invention form, please feel free to contact the JHTV's Report of Invention Administrator, Ms. Tina Preston, at 667-306-8261 or tpreston26@jhmi.edu.

Congratulations! With the execution of your digital signature, the addition and submission of your report of invention 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.