

WESTERN TECHNOLOGY TRANSFER OFFICE

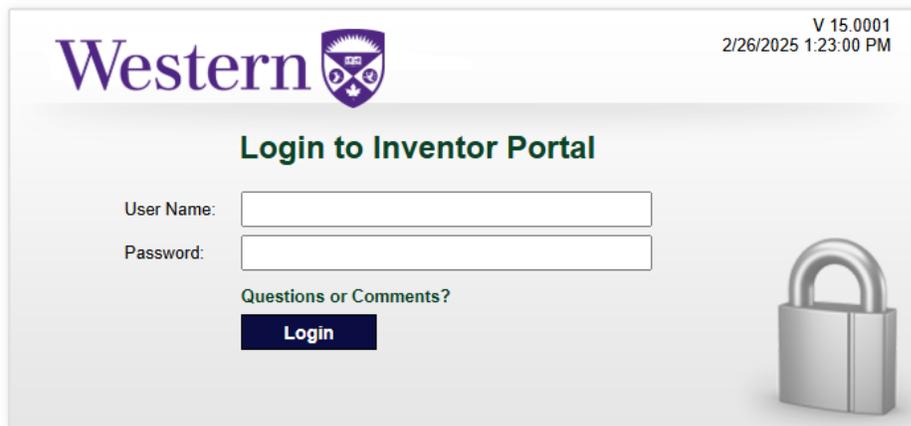
Inventor Portal

<https://inteum.uwo.ca/InteumWeb/inventorportal/>

The Inventor Portal allows our creators to easily submit a disclosure which is integrated with the WTTO's IP management software.

The Portal is accessible to faculty, staff and students at Western and the affiliated hospitals (as long as you have a Western ID and password).

How to submit a disclosure



1. Login to Inventor Portal

<https://inteum.uwo.ca/InteumWeb/inventorportal/>

2. Read and agree to the terms of use.

3. Add New Disclosure: Select this option from the left-side menu.

4. Create New Disclosure: Input a title, choose the type of disclosure from the drop down list (copyright, invention or software) and click create.

5. Complete the Form: Provide information about your disclosure. Required fields are marked with an asterisk (*) in bold. For Yes/No questions, if you answer "Yes", a required text box will open for you to input additional details.

- 6. Upload Documents: Attach any relevant documents, such as manuscripts.**
- 7. Add Subscribers: Notify other persons, such as a Department Chair, by adding them as Subscribers.**
- 8. Skip over Technology, Agreements, and Patents: These sections are not applicable to the submission of a new Disclosure.**
- 9. Submit for Review: Click this button. All creators will receive an acknowledgement email.**

Review Process

- **A Portal Administrator will review the Disclosure to ensure all the necessary information has been received.**
- **Once complete, the Disclosure will be set to “Approved” status and assigned a unique Technology ID.**
Note: “Approved” refers only to the submission status, not to intellectual property protection (such as filing a patent application or copyright registration).

Next Steps:

- **An acknowledgement of the disclosure will be sent along with details of the Business Development Manager who has been assigned to the technology.**
- **The Business Development Manager will reach out to arrange a meeting. Next steps will be discussed after this initial meeting.**
- **If you plan to present or publish information about this Disclosure, please let us know as soon as possible so we can advise how best to proceed.**