

AU Inventor Portal User Guide



AUBURN UNIVERSITY

OFFICE OF
TECHNOLOGY TRANSFER

WELCOME	1
GETTING STARTED.....	1
HOME PAGE	1
SETTINGS.....	1
SETTINGS: Edit, Add & Customize.....	2
EDIT Contact Details & Update User Name & Password	2
ADD User Address Information.....	3
CUSTOMIZE Viewing Preferences	4
HOME PAGE (continued).....	5
HOME PAGE: Customize, Submit & Request	5
CUSTOMIZE Viewing Preferences	5
SUBMIT New Disclosures	7
Submit New Disclosure: DETAILS	7
Submit New Disclosures: EDIT RESEARCHERS	9
Submit New Disclosures: EDIT DISCLOSURE FUNDING.....	9
Submit New Disclosures: SURVEY QUESTIONS	10
Submit New Disclosures: CONFIRM & SUBMIT	11
DISCLOSURE NOTES:	12
HOME PAGE: Your Online Disclosures Status	12
REQUEST New MTA (Material Transfer Agreement)	13
Create New Online MTA Request – Incoming	13
MTA INCOMING: Edit Recipient Principal Investigator.....	14
MTA INCOMING: Edit Provider Principal Investigator	14
MTA INCOMING: Relate Inventions to Online MTA.....	15
MTA INCOMING: Relate Files to Online MTA	16
MTA INCOMING: Survey	16
MTA INCOMING: Online MTA Review	17
Create New Online MTA Request – Outgoing.....	18
MTA OUTGOING: Edit Provider Principal Investigator.....	18
MTA OUTGOING: Recipient Principal Investigator	19
MTA OUTGOING: Relate Inventions to Online MTA.....	20
MTA OUTGOING: Relate Files to Online MTA.....	21

MTA OUTGOING: Survey.....	21
MTA Outgoing: Online MTA Review	22
ONLINE MTA REQUEST NOTES:.....	22
Symbols, Terms & Definitions	23

AU Office of Technology Transfer

WELCOME to the AU Inventor Portal. The AU Inventor Portal may be accessed via the OTT home page or online at <http://ott.auburn.edu/portal.htm>.

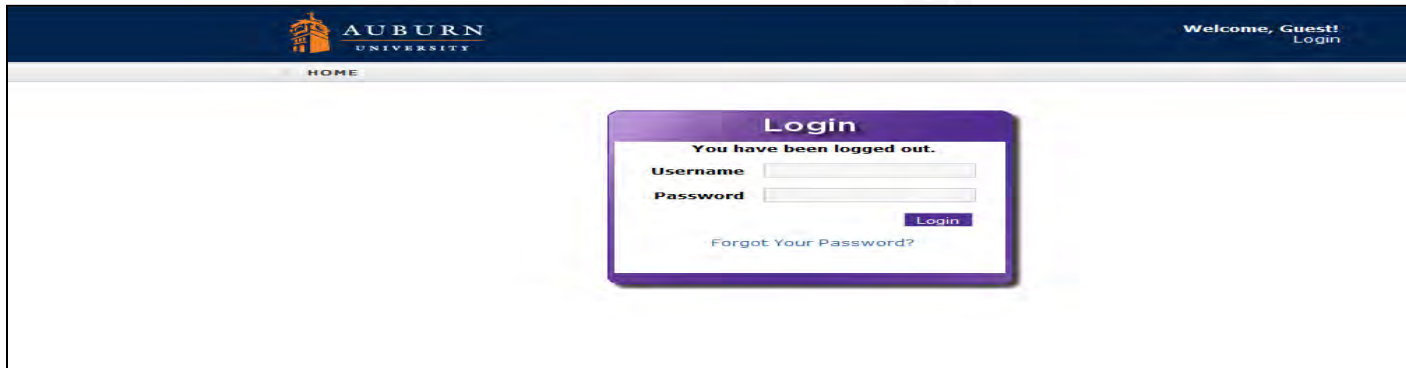
The AU Inventor Portal was developed to provide AU staff, students, and faculty access to real-time, accurate information pertaining to their personal intellectual property (IP) and agreement portfolios managed through our office.

AU Inventor Portal users may submit online disclosures of inventions and request material transfer agreements (MTAs) as well as review the status of personal disclosures, inventions, provisional and non-provisional patent applications, issued patents, MTAs and agreements.

GETTING STARTED

Access to the AU Inventor Portal requires an OTT-issued user name and temporary password. New user account set-up requests should be made to the Office of Technology Transfer by phone at (334) 844-4977 or online at ottinventor@auburn.edu.

HOME PAGE



Once temporary login information has been received, users will have immediate access to view and monitor personal intellectual property (IP) and agreement information, as well as the ability to create, save, and submit new invention disclosures for evaluation and review, the ability to submit requests for new Material Transfer Agreements (MTAs), the ability to customize their viewing preferences to reflect current priority tracking for IP and agreement reporting, and, the ability to update contact information.

SETTINGS

Upon logging in for the first time, OTT recommends that new users select **Settings** from their **Home** page and immediately reset passwords and update personal and business contact information.

While working in **Settings**, users may review and update contact information and access a more detailed view of personal IP and agreement matters than will be viewable from their home page. Portal users also have the ability to customize their viewing preferences and organize their portfolios to reflect personal priority items for tracking and reporting.


8/30/2013

SETTINGS: Edit, Add & Customize

Users will find common elements throughout the Inventor Portal which creates an easy-to-understand and easy-to-learn user interface. For example, common actions are represented by icons. Take note of the edit and add icons noted in the screen shot above which are represented respectively by the pencil-and-paper icon and the green-plus-sign icon. Also, when additional information is available for an item, that item will be shown in **blue** text; when selected, users will be provided with additional information for the selected item.

**** It is recommended that users immediately change the OTT provided password to ensure confidentiality**

EDIT Contact Details & Update User Name & Password

Select the edit icon  located on the right-hand side of the **Details** section header to edit user detail information -- to include primary email, legal name, titles, citizenship, etc. Users may also update user

8/30/2013

name and password preferences via the System User Information section located within **Details** edit as well.

***Fields displaying a red asterisk * are required and changes will not be saved if fields are not populated.*

HOME

Edit Misty W. Brown

Editing Misty W. Brown

* indicates a required field

Primary Email brown53@auburn.edu

Courtesy Title Mrs.

First Name* Misty

Middle Name W.

Last Name* Brown

Suffix

System User Information

Username mwbrown

Password

Confirm Password

Continue

When editing is complete, select **Continue** at the bottom of the page to return to the main **Settings** page.

HOME

Misty W. Brown

[Customize Page](#)

Details

Primary Email brown53@auburn.edu

Courtesy Title Mrs.

Suffix None

Default Job Title None

Citizenship United States

Employee Start Date None

Employee Number None

Created By Misty W. Schwieker on Jun 10, 2011 12:11 PM

Modified By Misty W. Schwieker on Jun 10, 2011 12:11 PM



Addresses

Business Address

Chemical Engineering
212 Ross Hall
Auburn University, AL 36849
Lee
United States
Phone: (334) 844-6260
brown53@auburn.edu


Save Address

[ADD User Address Information](#)

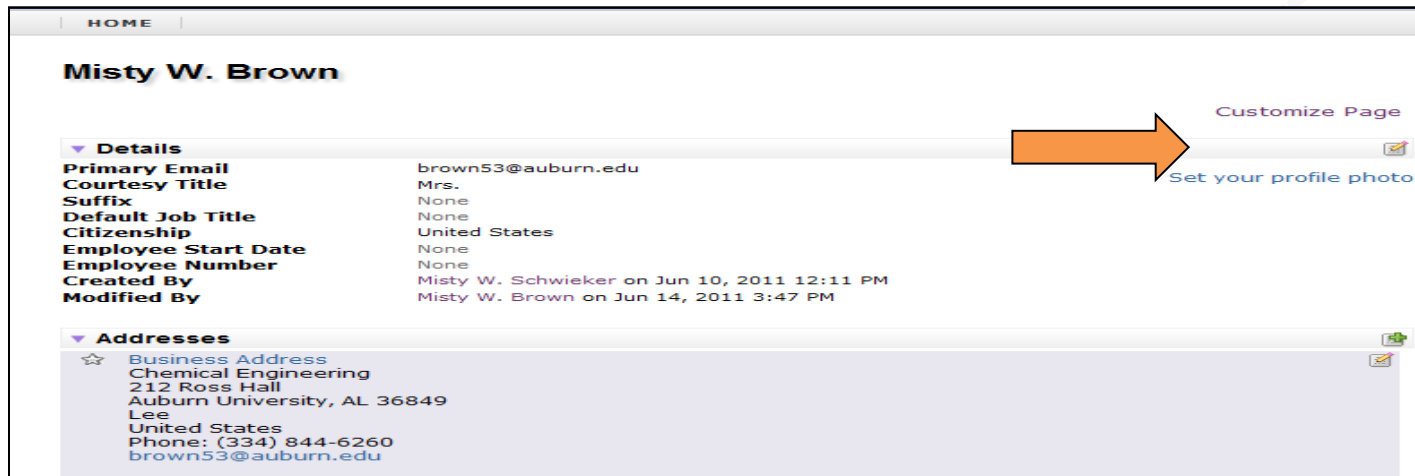
Users also have the ability to edit  current personal and business mailing **Addresses** or to add  new address information, as well as designate their preferred primary contact address, by selecting the desired action icon located on and just below the **Address** header bar.

Once complete, be sure to scroll to the bottom of the page to **Save Address** prior to returning to the main **Settings** page.

8/30/2013

Another action seen throughout the Inventor Portal is the delete icon . Users may utilize this icon to remove incorrect or outdated information; it is important to remember, however, that, once deleted, information is irretrievable and will have to be re-added manually if necessary.

[CUSTOMIZE Viewing Preferences](#)



HOME

Misty W. Brown

[Customize Page](#)

Details

Primary Email	brown53@auburn.edu
Courtesy Title	Mrs.
Suffix	None
Default Job Title	None
Citizenship	United States
Employee Start Date	None
Employee Number	None
Created By	Misty W. Schwieker on Jun 10, 2011 12:11 PM
Modified By	Misty W. Brown on Jun 14, 2011 3:47 PM

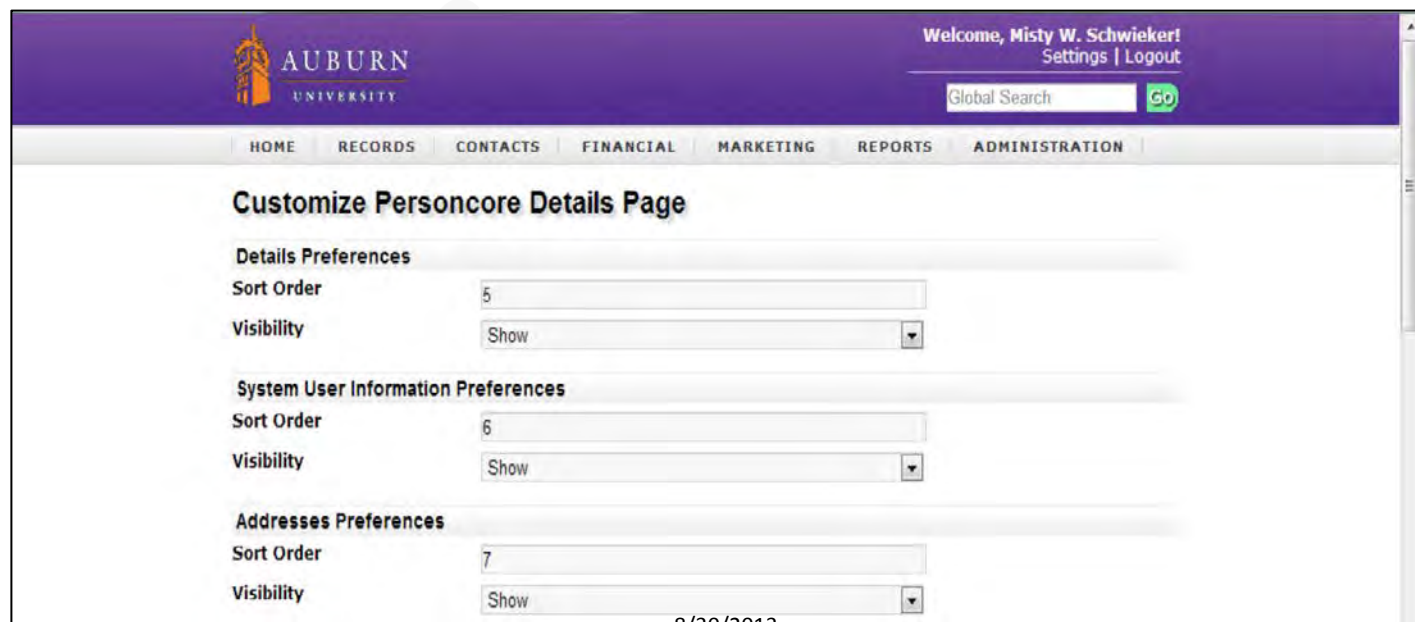
Addresses

Business Address

Chemical Engineering
212 Ross Hall
Auburn University, AL 36849
Lee
United States
Phone: (334) 844-6260
brown53@auburn.edu

AU Inventor Portal users also have the ability to personalize how information is displayed within **Settings** by utilizing the **Customize Page** function accessible from the upper right-hand side of the **Settings** page.

Each detail header available for viewing on the **Settings** page is reflected along with **Sort Order** and **Visibility** options. Users can now organize and print personal IP and Agreement information to help in the preparation of departmental and school reporting.



Welcome, Misty W. Schwieker!
Settings | Logout

Global Search

HOME RECORDS CONTACTS FINANCIAL MARKETING REPORTS ADMINISTRATION

Customize Personcore Details Page

Details Preferences

Sort Order

Visibility

System User Information Preferences

Sort Order

Visibility

Addresses Preferences

Sort Order

Visibility

8/30/2013

Once preferences have been set, scroll to the bottom of the page and select **Save and Finish** to return to the main **Settings** page.

While IP and agreement information is available for review on the **Home** page, greater detail is available through the user **Settings** page.

Once new users have updated their user **Details**, reviewed and updated their user **Addresses**, and utilized the **Customize Page** option within **Settings**, they may return to their **Home** page by selecting the **HOME** icon located on the top left-hand side of all page within the AU Inventor Portal.

HOME PAGE (continued)

The **AU Inventor Portal Home** page will be the initial interface users have within the portal. This is the point from which users perform user **Tasks** such as submitting disclosures and requesting material transfer agreements (MTAs) and the page which provides a quick overview of users' IP and Agreement information.

HOME PAGE: Customize, Submit & Request

HOME

Welcome, Misty W. Brown

Add Sections by Clicking on Customize Homepage

Tasks

- New Disclosure
- Request New Online MTA
- Customize Home Page

CUSTOMIZE Viewing Preferences

As in **Settings**, users also have the ability to customize their **Home** page viewing preferences. The **Your Online Disclosures** and **Online MTAs Entered** headers are pre-selected for all new users and will be viewable upon users' initial log-in.

HOME

Welcome, Misty W. Schwieker

Online MTAs Entered

Name	Online MTA Status	First Request Date	Description of Materials	Primary Contact
OMTA-13-0002	Declined	Aug 29, 2013	TEST 2 -DO NOT USE	Misty
OMTA-13-0001	Declined	Aug 28, 2013	The Good Stuff	Misty

Your Online Disclosures

No Disclosures

Tasks

- Add Agreement
- Add Invention
- Add Organization
- Add Person
- New Disclosure
- Request New Online MTA
- Customize Home Page

8/30/2013

By selecting **Customize Home Page** located under **Tasks** on the right-hand side of the **Home** page, users may **Add To Home Page** from the list of available widgets or delete previously selected **Home** page widgets by selecting **X**.

The selected widgets will be displayed just below the **Current Home Page Widgets** header. Users may select the preferred **Page Location** of each widget which indicates the order in which widget headers are displayed.

Available Home Page Widgets

Widget Name	Description	
Inventor Homepage	For inventors, a list of your inventions.	Add To Home Page
Inventor Agreements	For inventors, a list of your agreements.	Add To Home Page
Online MTAs Entered	Show Recent Online MTAs	Add To Home Page
Your Online Disclosures	Your Online Disclosures	Add To Home Page

Current Home Page Widgets

Widget Name	Title	Page Location	
Inventor Homepage	Inventor Homepage	Top	X
Your Online Disclosures	Your Online Disclosures	Top	X
Inventor Agreements	Inventor Agreements	Middle	X
Online MTAs Entered	Online MTAs Entered	Middle	X

[Finish](#)


Once customization is complete, select **Finish**. The users' selected widget headers are now viewable on the **Home** page with the most current status and information displayed for the selected matters. Portal users may return at any time to adjust viewer preferences.

Welcome, Misty W. Brown

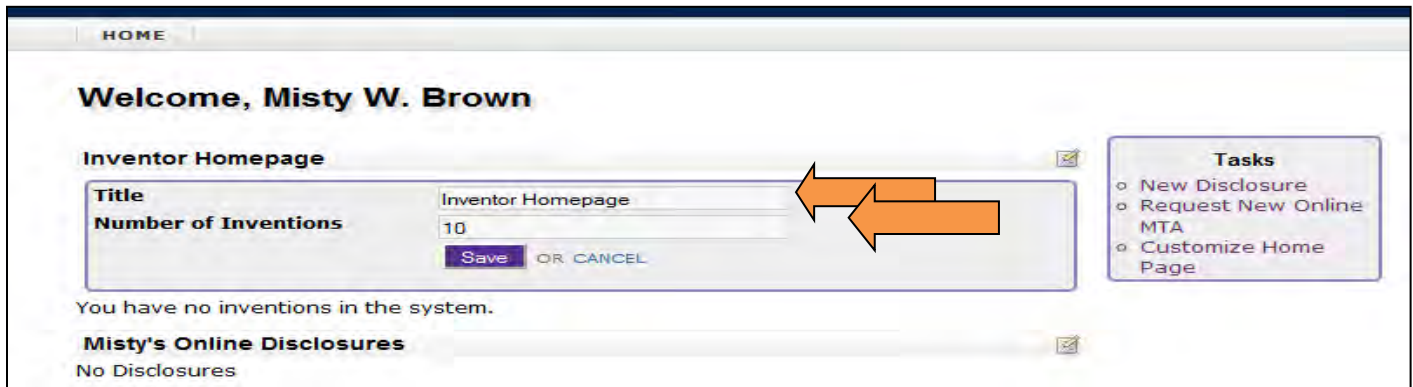
- Inventor Homepage** You have no inventions in the system.
- Your Online Disclosures** No Disclosures
- Inventor Agreements** You have no agreements in the system.
- Online MTAs Entered** You have no Related Online MTAs in the system.

Tasks

- New Disclosure
- Request New Online MTA
- Customize Home Page

To allow for even greater user customization, selected **Home Page Widget** headers may be customized further by selecting the edit icon  located to the right on each widget header.

8/30/2013



Users may change the displayed header titles and/or indicate the number of available matters to be displayed for specific headers.

[SUBMIT New Disclosures](#)

By selecting **New Disclosure** under **Tasks** located on the right-hand side of **Home** page, users may now submit disclosures online to OTT.

By submitting disclosures via the AU Inventor Portal, users may begin work on new disclosures, save their work to complete at a later time, and submit their finalized disclosures electronically. Related documents may be added to disclosure submissions, as well, to aid OTT licensing officers in the evaluation process.

The **AU Inventor Portal** helps streamline the submission process by eliminating the need for users to remember where documents were saved and allowing them the flexibility of working on submissions from any computer at any time.



[Submit New Disclosure: DETAILS](#)

The initial step in submitting a new online disclosure requires users to provide **Details** about their new disclosure. There are two ways in which users may make disclosure submissions.

First, users may provide *only required* information. This option allows for quick submission and initiates contact with an OTT licensing officer who will follow-up to obtain any additional information that is required to complete their full evaluation of the submitted disclosure.

8/30/2013

Second, users may complete initial disclosure by *providing all known Details* at the time of their submission. The second option will provide OTT licensing officers with a more complete picture of the submitted technology / invention and allow them to make final evaluations more quickly.

****Complete, at minimum, all required information. Required information is indicated by the red asterisk * symbol.**

New Disclosure: Details

Details Researchers Funding Questions Confirm

If you have any questions, please contact OTT.

* indicates a required field

Title*

Disclosure Type*

Description

First Public Disclosure

Circumstances of Disclosure

Definitions for fields can be found in the **Symbols, Terms & Definitions** section at the end of this document. However, users may keep in mind that submitted information may be added to or corrected after submission, if needed, and that OTT may be contacted at any time to aid users in making their online submissions.

Once all selected fields have been populated, users have the option to upload related materials / documents that they feel are relevant to the evaluation of their disclosures or to select **Next Step** to bypass this option.

To include related documents, select **Choose File** to locate relevant documents and then select **Attach File**. The chosen materials will be reflected under **Attached Documents** for review prior to users finalizing their initial disclosure **Details**.

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

Choose File No file chosen

Attach File

Next Step

****Users should note that leaving the Disclosure Details page prior to finalizing Disclosure Details will result in the complete loss of information.**

8/30/2013

Submit New Disclosures: EDIT RESEARCHERS

Upon submission of the **New Disclosure Details**, users will edit the **Researcher List** either by confirming sole inventorship or by adding additional inventors, identifying lead, and indicating contribution percentages.

*** Please note that users should not navigate away from the online disclosure in process prior to receiving a disclosure number, which, once assigned, appears on the top, left of the online disclosure pages. Upon assignment of an AU Disclosure Number, users may navigate away and return in the future to complete submission without the loss of information.*

Edit Disclosure D2011-0007: 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*

Add to List

Researcher List

Lead	% Contribution	Name	Organization	E-Mail
<input checked="" type="radio"/>	100 %	Bernhard Kaltenboeck	Auburn University	mistyschwieker@auburn.edu

Next Step

The submitting user's name and information will be reflected under the **Researcher List** header as the sole inventor with 100% Contribution. To confirm sole inventorship, select **Next Step** to move to the next screen.

Additional inventors may be added by entering, at minimum, the required information under the **Researcher Information** header and selecting **Add to List**. Added inventors will now be shown in the **Researcher List** below.

Prior to navigating away from the **Researchers** page, select a lead inventor and assign contribution percentages.

Submit New Disclosures: EDIT DISCLOSURE FUNDING

If no funding, support, or materials (government contract/grant, industry research contract funds, foundation funds, research agreement, etc.) were provided and utilized in support of the research and/or activities that lead to the current disclosure, place a check mark in the box under the **Sponsor List** header indicating "This disclosure used no external funding", and select **Submit** to move to the next page.

8/30/2013

To report sponsor support, complete, at minimum, the required fields under the **Sponsor Information** header and select **Add to List**. Sponsor(s) information will be reflected below the **Sponsor List** header. Once all sponsors have been listed, select **Submit** to continue.

Edit Disclosure D2012-0036: Funding

Sponsor Information
* indicates a required field, if no external funding was used, check the box below.

Sponsor Name*

Country*

Contract Number

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

Sponsor List **Add to List**

Add Sponsors By Entering Data Above

This disclosure used no external funding **Submit**

** Any additional sponsor information known by the user should be included in the **Contact Information** box. Users should provide all additional information known to aid OTT staff in relating the appropriate contract(s)/agreement(s) with new disclosures.

Submit New Disclosures: SURVEY QUESTIONS

While not *required*, **Survey Questions** provide critical information which help OTT licensing officers to provide a more prompt and accurate evaluation of submitted disclosures. These questions are critical to the assessment of research and will need to be completed either at the time of disclosure or in the future via communications with an OTT licensing officer.

Edit Disclosure D2011-0007: Questions

Details Researchers Funding Questions Confirm

Please attach any related electronic documents at the bottom of the page.

If you have any questions, please contact OTT.

Survey Questions

* indicates a required field

BRIEF SUMMARY OF THE INVENTION, PARTICULARLY INCLUDING THE NOVEL FEATURES AND ADVANTAGES. ATTACH ADDITIONAL SHEETS WITH A DETAILED DESCRIPTION.

Was the invention developed with the use of any research grant/contract funds?

Yes
 No

8/30/2013

At minimum, a brief summary of the invention being disclosed should be entered or uploaded prior to submitting the final online disclosure. Users should utilize the **Attach File** function located at the bottom of the **Survey Questions** page to attach any additional information they feel is relevant to their disclosure.

Attached Documents		
File Name	File	Download
InventorStepbyStep.docx	InventorStepbyStep.docx	Download

Please Attach Any Documents Relevant To This Disclosure

File

[Submit New Disclosures: CONFIRM & SUBMIT](#)

Disclosure D2011-0010: 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"

Details		Print a copy of this Disclosure	Edit this Disclosure
Track Code	D2011-0010		
Title	The Fake Invention		
Disclosure Type	Online Disclosure		
Disclosure Status	In Progress		
First Public Disclosure	None		
Circumstances of Disclosure	None		
Suggested Keywords	None		
Description	None		
Created By	Misty W. Brown on Jun 16, 2011 7:54 AM		
Modified By	Misty W. Brown on Jun 16, 2011 7:54 AM		

[Add Researchers to this Disclosure](#)

Disclosure Researchers					Add Researchers to this Disclosure
Share	Name	Organization	E-Mail	Signoff/By	
100.00 %	Misty Brown	Auburn University	brown53@auburn.edu	<input type="checkbox"/> None <input checked="" type="checkbox"/>	

[Add Funding to this Disclosure](#)

No External Funding.

Disclosure Questions [Edit Specific Answers](#)

The **Disclosure Confirm** page allows users to review, edit, add, and remove information, as needed, for the final time prior to confirming and submitting a new disclosure for evaluation.

Users may also print a copy of their disclosure prior to making their final submission, as well as upload additional materials to be attached to and submitted with their disclosure.

Once all information has been confirmed, users should select **Submit For Approval** to complete their online disclosure.

DISCLOSURE NOTES:

- Upon review and approval of disclosures by OTT, an AU Invention Number will be assigned, and Inventors will be notified via email.
- Disclosure Numbers are not reflective of the resulting AU Invention Number to be assigned. For example, D2011-0003 may result in AU Invention Number 2011-035. After an Invention Number has been assigned all future IP matters will be tracked through that Invention Number and the originating Disclosure Number becomes obsolete.
- Upon approval and acceptance of a submitted Disclosure, OTT staff will contact the inventor(s) in order to continue the evaluation process and determine marketability and patentability of the submitted technology.
- In online disclosure submissions listing multiple inventors, In Progress and Submitted disclosure information will not be reflected on the non-submitting inventor(s) Home page. Only after disclosures have received an Approved status by OTT, will disclosure information become viewable and accessible to all listed disclosure inventors as an Approved Online Disclosure and an Invention Under Evaluation.

HOME PAGE: Your Online Disclosures Status

Your Online Disclosures				
No.	Title	Create Date	Status	
D2011-0007	The Fake Invention	Jun 9, 2011 4:01 PM	Under Review	

Inventions					
No.	Title	Disclosure Date	Disclosure Status	Inventors	
2000-020	Specific Host Genes as a Treatment of Chlamydial Disease	Aug 16, 2000	Marketing - Active	☆ Bernhard Kaltenboeck	
2001-039	Quantitative, Ultrasensitive Fluorescent PCR Detection Method for Chlamydia	Sep 25, 2001	Marketing - Active	☆ Bernhard Kaltenboeck Fred J. Degraes	

Tasks

- New Disclosure
- Request New Online MTA
- Customize Home Page

Users may view newly submitted online disclosures on their **Home** page. For each new online disclosure, the Disclosure Number, Title, Create Date and Status information will be shown.

AU Inventor Portal users are encouraged to log-in often to track the status of newly submitted online disclosures, as well as the status of their entire IP portfolios, and to view current status and information available on all agreements.

OTT enjoys working directly with AU researchers and inventors and will continue to accept signed AU Disclosures forms which are still available for download at <http://ott.auburn.edu/inventors.htm>.

8/30/2013

[REQUEST New MTA \(Material Transfer Agreement\)](#)

AU Inventor Portal users may request a new MTA by selecting **Request New Online MTA** under **Tasks** on the user **Home** page.



HOME

Welcome, Misty W. Brown

Inventor Homepage
You have no inventions in the system.

Misty's Online Disclosures
No Disclosures

Inventor Agreements
You have no agreements in the system.

Online MTAs Entered
You have no Related Online MTAs in the system.

Tasks

- o New Disclosure
- o Request New Online MTA
- o Customize Home Page

[Create New Online MTA Request – Incoming](#)

The first step in creating a new Online MTA Request is to provide the *required* Online MTA Details by indicating MTA Incoming or MTA Outgoing and providing a Description of Materials being transferred. Select **Next** to continue.



HOME

Welcome, Misty W. Brown!
Settings | Logout

Create New Online MTA Request

Online MTA Details

* indicates a required field

Request an Online MTA Incoming

Request an Online MTA Outgoing

Description of Materials *

Next

** Fields which have an * are required and must be completed to continue.

8/30/2013

MTA INCOMING: Edit Recipient Principal Investigator

Upon selecting **MTA Incoming**, users will be directed to edit and confirm **Current Principal Investigators**' details or add additional "recipient" **Principal Investigators**.

To confirm a listed **Current Principal Investigator**, review Name, Organization, Phone Number, Title, and E-Mail Address information and select **Finish** to continue.

To add one or more additional recipient **Principal Investigators**, users should provide, at minimum, the required information as requested under the **Principal Investigators** header.

Once complete, select **Add Recipient Principal Investigator to list**. Continue adding additional investigators in the same way, noting each new investigator will be added to the **Current Principal Investigators** list.

Review and confirm investigators' information and select **Finish** to continue.

*** Users submitting Online MTA Requests will automatically be listed under the Current Principal Investigators header.*

Edit Recipient Principal Investigator for Online MTA: OMTA-11-0010

Principal Investigators
*indicates a required field

First Name*
Last Name*
Organization*
Phone Number
Title
E-Mail Address*

Add Recipient Principal Investigator to list

Current Principal Investigators

Name	Organization	Phone Number	Title	E-Mail Address
Misty Brown	Auburn University	(334) 844-6260	None	brown53@auburn.edu

Finish

***Please note that the OMTA Request has now been assigned an OMTA Number (OMTA-11-002). At this point, users may navigate away from the OMTA Request and return at a later time to finalize and submit their requests. Return to the user Home page at any time and select the OMTA Number you wish to complete to continue work.*

MTA INCOMING: Edit Provider Principal Investigator

Next, users will be asked to edit and confirm "provider" **Current Principal Investigators**' details or add additional provider **Principal Investigators**.

To confirm a listed **Current Principal Investigator**, review Name, Organization, Phone Number, Title, and E-Mail Address information and select **Finish** to continue.

8/30/2013

To add one or more additional provider **Principal Investigators**, users should provide, at minimum, the required information as requested under the **Principal Investigators'** header.

Once complete, select **Add Provider Principal Investigator to list**. Continue adding additional investigators in the same way, noting each new investigator will be added to the **Current Principal Investigators'** list.

Review and confirm investigators' information and select **Finish** to continue.

Edit Provider Principal Investigator for Online MTA: OMTA-11-0010

HOME | MTA | Recipient | Provider | Invention | Files | Development

Principal Investigators
*indicates a required field

First Name*
Last Name*
Organization*
Phone Number
Title
E-Mail Address*

Add Provider Principal Investigator to list

Current Principal Investigators

Name	Organization	Phone Number	Title	E-Mail Address
Judy Oneal	OTT	None	None	jbo0003@auburn.edu

Finish

[MTA INCOMING: Relate Inventions to Online MTA](#)

Under **Related Inventions**, indicate that either the incoming MTA material is *not* described in an invention or that the material *was* or *will be* described in an invention.

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

Relate Inventions to Online MTA: OMTA-13-0001

MTA | Recipient | Provider | Invention | Files | Development

Related Inventions

Is this material described in an Invention we have on file?

This material is not described in an invention.

Other. (Please provide description.)

Finish

Select the first box to indicate that the MTA material was *not* described in a previously submitted AU invention or disclosure yet to be made and then select **Finish** to continue to the next screen.

If the material related to this MTA request was included in an active AU Disclosure / AU Invention or will be included in a future disclosure to OTT, indicate such by selecting the second

8/30/2013

box and providing any additional information available (i.e. AU Invention Number, inventor or PI name, etc.). Select **Finish** to continue to the next screen.

[MTA INCOMING: Relate Files to Online MTA](#)

At this point, users now have the opportunity to submit additional information to be included with the **Online MTA Request**. By including support documentation at the time of your request, OTT will be able to provide evaluation and execution of requests more quickly.

To upload files, users should browse personal files to select the document(s) to be included and then select **Save File**. The saved file(s) will now be listed under the **Current Related Files** header. Review the uploaded documents list and then select **Next** to continue.

The screenshot shows a web browser window with a navigation bar containing 'HOME'. The main heading is 'Relate Files to Online MTA: OMTA-11-0008'. Below the heading is a horizontal menu with icons and labels for 'MTA', 'Provider', 'Recipient', 'Invention', 'Files', and 'Development'. The 'Files' tab is active. The main content area is titled 'Online MTA Files' and includes a note: '* indicates a required field'. There is a 'Tags' input field. Below that is a 'File Upload (200MB Max)' section with a 'Browse...' button and a 'Save File' button. At the bottom, there is a 'Current Related Files' section showing 'No Files' and 'Previous' and 'Next' navigation buttons.

[MTA INCOMING: Survey](#)

Answers to **Survey Development** questions provide critical information for the negotiation and execution of **Online MTA Requests**. Users may opt to provide only the required information or they may provide complete detail.

It is important to note that providing only required information may increase the time required by OTT to finalize an **Online MTA Request**.

8/30/2013

HOME | RECORDS | CONTACTS | FINANCIAL | MARKETING | REPORTS | ADMINISTRATION

Edit Online MTA OMTA-13-0001: Survey

[MTA](#)
[Recipient](#)
[Provider](#)
[Invention](#)
[Files](#)
[Development](#)

Development

* indicates a required field

Documents for requested Material: Please attach any additional documentation, agreements, statement of investigator form, letter of intent, or correspondence of any kind between you and the Provider of the Material stating any condition(s), restriction(s) or guidelines under which the Material will be used.

Name/Type of Material (please define if necessary):*

Once **Development** questions have been completed, scroll to the bottom of the page and select **Finish** to proceed.

[MTA INCOMING: Online MTA Review](#)

Online MTA Review

Check Your Data
Please review your request. You may edit it by clicking the links provided. If it is correct, please click Submit For Approval.

[Submit For Approval](#)

Online MTA Details [Edit Online MTA Details](#)

Online MTA Agreement Type	Request an Online MTA Incoming
Online MTA Status	New
First Request Date	Jun 13, 2011
Description of Materials	The Crazy Bad Stuff
Track Code	OMTA-11-0007
Created By	Misty W. Brown on Jun 13, 2011 12:34 PM
Modified By	Misty W. Brown on Jun 13, 2011 12:34 PM

Recipient Edit Recipient				
Name	Organization	Phone	Email	Address
Misty W. Brown	Auburn University	(334) 844-6260	brown53@auburn.edu	None

Provider Edit Provider				
Name	Organization	Title	Phone	Email
Judy Oneal	OTT	None	None	jbo0003@auburn.edu

Related Inventions [Edit Related Inventions](#)

Description
Requester states that there are no inventions related to this MTA.

Incoming MTA Survey [Edit Incoming MTA Survey](#)

Development

Name/Type of Material (please define if necessary):

***Note that users may navigate away from requests in progress and return at a later time - only after the request has been assigned an OMTA Request Number – by selecting the corresponding OMTA Request Number from the user’s Home page. Review is the page from which users will continue work from prior to making final submissions.*

Review is the final step prior to submitting MTA requests and allows users to continue to add to or edit their requests prior to submission.

To make changes to previously submitted information or to add new information, simply select the **Edit** option located on the right side of each section header bar.

8/30/2013

Check Your Data

Please review your request. You may edit it by clicking the links provided. If it is correct, please click Submit For Approval.

[Submit For Approval](#)

[Edit Online MTA Details](#)

Online MTA Details

Online MTA Agreement Type Request an Online MTA Incoming
Online MTA Status New
First Request Date Jun 15, 2011
Description of Materials The Crazy Willie Stuff
Track Code OMTA-11-0010
Created By Misty W. Brown on Jun 15, 2011 2:59 PM
Modified By Misty W. Brown on Jun 15, 2011 2:59 PM

Recipient

Name	Organization	Phone	Email	Address
Misty W. Brown	Auburn University	(334) 844-6260	brown53@auburn.edu	None

[Edit Recipient](#)

Provider

Name	Organization	Title	Phone	Email
Judy Oneal	OTT	None	None	jbo0003@auburn.edu

[Edit Provider](#)

Once all information has been included and reviewed, select [Submit For Approval](#) located in both the top- and bottom-right corners of the page.

[Create New Online MTA Request – Outgoing](#)

The first step in creating a new **Online MTA Request** is to provide the *required Online MTA Details* by indicating **MTA Incoming** or **MTA Outgoing** and providing a **Description of Materials** being transferred. Select [Next](#) to continue.

Create New Online MTA Request

Online MTA Details

* indicates a required field

- Request an Online MTA Incoming
 Request an Online MTA Outgoing

Description of Materials *
The 2nd messy stuff

[Next](#)

[MTA OUTGOING: Edit Provider Principal Investigator](#)

Upon selecting **MTA Outgoing**, users will be asked to edit and confirm **Current Principal Investigators'** details or add additional "provider" **Principal Investigators**.

To confirm a listed **Current Principal Investigator** is the sole **Principal Investigator**, review Name, Organization, Phone Number, Title, and E-Mail Address information and select [Next](#) to continue.

8/30/2013

To add one or more additional provider **Principal Investigators**, users should provide, at minimum, the required information as requested under the **Principal Investigators** header.

Once complete, select [Add Internal Principal Investigator to list](#). Continue adding additional investigators in the same way, noting each new investigator will be added to the **Current Principal Investigators'** list.

Review and confirm investigators' information and select [Next](#) to continue.

**** Users submitting Online MTA Requests will automatically be listed under the Current Principal Investigators header.**

Edit Provider Principal Investigator for Online MTA: OMTA-11-0011

MTA Provider Recipient Invention Files Development

Principal Investigators

*Indicates a required field

First Name*

Last Name*

Organization*

Phone Number

Title

E-Mail Address*

[Add Internal Principal Investigator to list](#)

Current Principal Investigators

Name	Organization	Phone Number	Title	E-Mail Address
Misty Brown	Auburn University	(334) 844-6260	None	brown53@auburn.edu

[Previous](#) [Next](#)

****Please note that the OMTA Request has now been assigned an OMTA Request Number (ex. OMTA-11-0011). At this point, work may be saved to complete and submit at a later time. No "save" is required. Return to the user **Home** page at any time and click on the OMTA Number you wish to complete to continue work.**

[MTA OUTGOING: Recipient Principal Investigator](#)

Next, users will be asked to edit and confirm "recipient" **Principal Investigators'** details or add additional recipient **Principal Investigators**.

To confirm a listed **Current Principal Investigator** is the sole investigator, review Name, Organization, Phone Number, Title, and E-Mail Address information and select [Next](#) to continue.

To add one or more additional recipient **Principal Investigators**, users should provide, at minimum, the required information as requested under the **Principal Investigators** header and select [Add Recipient Principal Investigator to list](#).

Continue adding additional investigators in the same way, noting each new investigator will be added to the **Current Principal Investigators'** list.

8/30/2013

Review and confirm investigators' information and select **Next** to continue.

Edit Recipient Principal Investigator for Online MTA:
OMTA-13-0003

MTA Provider Recipient Invention Files Development

Principal Investigators
*Indicates a required field

First Name*
Last Name*
Organization*
Phone Number
Title
E-Mail Address*
Physical Address*

Add Recipient Principal Investigator to list

Current Principal Investigators

Add Recipient Principal Investigators by Entering Data Above.

Previous Next

MTA OUTGOING: Relate Inventions to Online MTA

Under **Related Inventions**, indicate that either the incoming MTA material is *not* described in an invention or that the material *was* or *will be* described in an invention.

HOME

Relate Inventions to Online MTA: OMTA-11-0008

MTA Provider Recipient Invention Files Development

Related Inventions

Is this material described in an Invention we have on file?

This material is not described in an invention.

Other. (Please provide description.)

Previous Next

Select the first box to indicate that the MTA material was *not* described in a previously submitted AU invention or disclosure yet to be made, and then select **Next** to.

If the material related to this MTA request was included in an active AU Disclosure / AU Invention or will be included in a future disclosure to OTT, indicate such by selecting the second box and providing any additional information available (i.e. AU Invention Number, inventor or PI name, etc.). Select **Next** to continue to the next screen.

8/30/2013

MTA OUTGOING: Relate Files to Online MTA

At this point, users now have the opportunity to submit additional information to be included with their **Online MTA Request**. By including support documentation at the time of your request, OTT will be able to provide evaluation and execution of requests more quickly.

To upload files, users should browse personal files to select the document(s) to be included and then select **Save File**. The saved file(s) will now be listed under the **Current Related Files** header. Review the uploaded documents list and then select **Next** to continue.

The screenshot shows a web application interface titled "Relate Files to Online MTA: OMTA-11-0008". At the top, there is a navigation bar with "HOME" and several menu items: "MTA", "Provider", "Recipient", "Invention", "Files", and "Development", each with a small icon. Below the navigation bar, there is a section titled "Online MTA Files" with a sub-header "Tags" and a large empty text input field. Below this is a "File Upload (200MB Max)" section with a "Browse..." button and a "Save File" button. At the bottom, there is a "Current Related Files" section showing "No Files" and "Previous" and "Next" buttons.

MTA OUTGOING: Survey

Answers to **Survey Development** questions provide critical information for the negotiation and execution of **Online MTA Requests**. Users may opt to provide only the required information or they may provide complete detail.

It is important to note that providing only required information may increase the time required by OTT to finalize an **Online MTA Request**.

The screenshot shows a web application interface titled "Edit Online MTA OMTA-13-0001: Survey". At the top, there is a navigation bar with "HOME" and several menu items: "RECORDS", "CONTACTS", "FINANCIAL", "MARKETING", "REPORTS", and "ADMINISTRATION". Below the navigation bar, there is a section titled "Development" with a sub-header "Name/Type of Material (please define if necessary):*" and a large empty text input field. Above the input field, there is a note: "Documents for requested Material: Please attach any additional documentation, agreements, statement of investigator form, letter of intent, or correspondence of any kind between you and the Provider of the Material stating any condition(s), restriction(s) or guidelines under which the Material will be used." Below the input field, there is a "Save File" button.

8/30/2013


Once Development questions have been completed, scroll to the bottom of the page and select **Finish** to proceed.


MTA Outgoing: Online MTA Review

Review is the final step prior to submitting **Online MTA Requests** and allows users to continue to add to or edit their requests prior to submission.

To make changes to previously submitted information or to add new information, simply select the Edit option located on the right side of each section header bar.

Online MTA Review

 **Check Your Data**
Please review your request. You may edit it by clicking the links provided. If it is correct, please click Submit For Approval.

 [Submit For Approval](#)
[Edit Online MTA Details](#)

Online MTA Details

Online MTA Agreement Type	Request an Online MTA Incoming
Online MTA Status	New
First Request Date	Jun 13, 2011
Description of Materials	The Crazy Bad Stuff
Track Code	OMTA-11-0007
Created By	Misty W. Brown on Jun 13, 2011 12:34 PM
Modified By	Misty W. Brown on Jun 13, 2011 12:34 PM

Recipient					Edit Recipient
Name	Organization	Phone	Email	Address	
Misty W. Brown	Auburn University	(334) 844-6260	brown53@auburn.edu	None	

Provider					Edit Provider
Name	Organization	Title	Phone	Email	
Judy Oneal	OTT	None	None	jbo0003@auburn.edu	

Once all information has been included and reviewed, select **Submit For Approval** located in both the top- and bottom-right corners of the page.



The submitted OMTA may be viewed and printed at any time by selecting the corresponding number from the user **Home** page.

ONLINE MTA REQUEST NOTES:


- A new **Online MTA Request** status will read “New” prior to submission. Once submitted, the status will change to “Submitted”.
- Once received and during the negotiation and execution period, an approved OMTA request status will change to “Approved”.
- Upon approval of an OMTA request, users will note that a new corresponding Agreement has been created and assigned a number. The corresponding Agreement will have a status of “Pending,” indicating that OTT is working to negotiate and execute your **Online MTA Requests**.
- A fully executed Agreement’s status will read “Active” and, upon expiration of an agreement, the status will change to “Expired”.

8/30/2013

Symbols, Terms & Definitions

Abandoned (Status)	Indicates that OTT has decided that no further action will be taken in a matter but the matter has not yet received an "expired" status or date by the governing agency.
Active (Status)	Indicates that an executed agreement (Inter-institutional, NDA, MTA, License, etc.) is currently in force.
Active(Amended)	Indicates that an agreement is in force with amended terms to the original agreement.
Add Icon 	Select this icon to add new or additional information where displayed.
Agreement	A legally binding contract made between two parties.
Agreement Number	The number generated within the database which is used in the prosecution and negotiation process for tracking purposes. (Ex. 1999-0027)
Allowed to Lapse (Status)	Indicates that OTT will allow an application to Abandon or Expire.
Approved (Status)	Indicates that an Online MTA Request and/or Disclosure have been approved by OTT and is under review. An Inventor Agreement and/or invention record has been created and assigned a number. This does NOT indicate that the online MTA Request has been executed or that a provisional or non-provisional application was filed.
CIP	Continuation-In-Part. This is an application filed during the lifetime of an earlier non-provisional application, repeating some substantial portion or all of the earlier non-provisional application and adding matter not disclosed in the said earlier non-provisional application.
Closed (Status)	Indicates a case is inactive and no known IP rights remain.
Commercial Interest	Any commercial contact who has expressed interest.
Completion Date	The date of receipt of a fully executed agreement by OTT.
Converted (Status)	Indicates that an option agreement has converted to a license agreement.
Converting (Status)	Provisional patent application status when there is a <i>planned</i> non-provisional patent application filing that will make a claim for priority on the provisional patent application.
Country of Filing	Indicates the country in which a patent application was filed.
Create Date	The date that the record was created within the database.
Date of Conception	It is the first recorded date that a concept or idea was noted. In the U.S., it is the first to invent rather than the first to file who gets the patent; therefore, this date can be of significant legal importance.
Declined (Status)	Indicates that the Online MTA Request and/or online Disclosure are determined to be unwarranted and no further action will be taken by OTT.
Delete Icon 	Select this icon in order to delete information where displayed.
Detailed Description of Invention	This is the heart of the Disclosure. The more information provided, the better equipped OTT is to make a decision and to adequately file a provisional patent application if needed. Describe specifically what is considered to be the invention, as distinct from existing technology. Very often, a draft manuscript will suffice. The description should enable someone in the field to understand the invention. Please include: 1. general purpose or utility of the invention; 2. background of the invention, including existing technology or the state of the art prior to the invention ; 3. technical description – how it functions in detail and including those features believed to be new and original; attach drawings, diagrams, manuscripts, research proposals, etc. ; 4. the best way of practicing the invention including possible variations and modifications; 5. commercial uses and applications, including its

8/30/2013

	advantages or improvements over existing practices; 6. stage of development: is it just a concept? Has it been reduced to practice? Has it been tested?; 7. Why someone would pay to license this invention. Attach any descriptive illustrations or written materials.
Disclosure Date	The actual date that the Disclosure was received by OTT.
Disclosure Number	The number generated and assigned within the database (Ex. D2011-0002) for tracking submitted online Disclosures. Disclosure Numbers assigned are not in any way indicative of the AU Invention Number that may be assigned upon acceptance of your submitted Disclosure.
Disclosure Status	Indicates the status of the Disclosure as assigned by OTT. Ex. Submitted, Approved, Declined, Returned or Under Review.
Edit Icon 	Click on this icon in order to edit fields, headers and sections where displayed.
Effective Date	Is the date an agreement or license becomes active as set forth in the terms of an agreement.
EP Designated (Type)	Indicates that the country in which application for patent protection was filed is a member state of the European Patent Organisation.
EPO	The European Patent Organization. The EPO has 37 contracting states currently. http://www.epo.org/
EPO (Type)	Indicates that a foreign patent application was filed under an EPO contracting country which claims priority of a previously filed European patent application.
Evaluating (Status)	Indicates that an OTT officer is currently evaluating the patentability and/or marketability of a technology.
Expired (Status)	Indicates that an application, patent or agreement ceases to be valid, typically after a fixed period of time.
Extended (Status)	Indicates that an active agreement has been extended under agreement by both parties.
External Funding	Any funding received from any source outside the University in support of research that resulted in a Disclosure. This could include contracts or grants received from private companies or any governmental agencies.
Filed (Status)	Indicates that the stated patent application type has been filed but has not yet issued.
In Progress (Status)	Indicates that an Online MTA Request or online Disclosure record has been started but NOT yet completed or submitted by an investigator/inventor. This record has NOT been submitted to OTT for evaluation.
In-License	When OTT (representing an AU department or faculty member) requests, from an outside organization, the use of product (i.e. seed, software, curriculum, etc.) for use by the University under a license agreement.
Intellectual Property (IP)	Distinct types of creations of the mind for which a set of exclusive rights are recognized. Just like other kinds of property, IP needs to be protected from unauthorized use. An intangible asset, which is the result of a process of human thinking.
Intellectual Property Number	The track code generated within the data base that reflects the associated AU Invention Number and that particular application's number, as assigned, under that invention. (Ex. 2011-019-02, indicates a filing under AU Invention Number 2011-019. "02" indicated the second record created under that invention.)
Internal Funding	Any funding received from any AU department, school, college etc., in support of research resulting in a Disclosure.
Internal Investigator	Any AU employee, student or faculty member in charge of a research, cooperative agreement, contract, or other sponsored project.
Invention	Result from submitted and approved Disclosures and is the beginning of the patentability and marketability evaluation process. An invention is

8/30/2013

	the basis of patent filings and may or may not be tied to or the basis of agreements.
Invention Number	The number generated and assigned within the database that will follow a technology throughout the patenting and marketing process. (Ex. 2011-030 - reflects the fiscal year that the invention was created. "03" indicates the number of inventions received at the time of receipt.)
Inventor Contribution	A quantitative value assigned and agreed to by all inventors which reflect the percentage of contribution made by each inventor.
Inventor Portal	Permits AU investigators, inventors and researchers to update contact information, as well as, submit, review and monitor their Disclosures, inventions, patent applications, issued patents, MTAs and agreements via a secure log-on from any location 24/7.
Inventor(s)	List of all people who have contributed to the development of the research/invention (including students, post-docs, scientists and non-Auburn University personnel). Should Auburn choose to file a patent application, actual inventorship will be legally determined by a patent attorney. It is important to note that a patent can be invalidated for either including as an inventor someone who did not have creative input, or omitting someone who did.
Inventor(ship)	An inventor is one who, alone or with others, first invents a new and useful process, machine, composition of matter (or other patentable subject matter). Unless a person provides a novel contribution to the conception or deduction to practice of the invention, that person is not an inventor.
Issued (patent)	Indicates that a patent application has issued. An issued U.S. patent runs for a term of 20 years from the priority date and is subject to maintenance/annuity fees, with the exception of issued plant patents.
Lead Inventor	A lead inventor is the first named inventor/researcher, as well as the inventor/researcher who made the most significant contribution to the submitted research. The lead inventor/researcher will be indicated by a "star" symbol to the left of his/her name.
License Exclusive	Indicates that a technology is licensed by only one entity (for a given field of use).
License Field of Use	When an organization selects specific applications of a technology to license as opposed to all applications of a technology.
License Non-Exclusive	Indicates that a technology may be licensed by multiple entities.
Marketing (Active)	Proactive marketing campaign is anticipated or ongoing.
Marketing (Web)	Technology is posted to one or more websites AND no further proactive marketing is anticipated.
Material Transfer Agreement (MTA)	A contract that governs the transfer of tangible research materials between two organizations, when the recipient intends to use it for his or her own research purposes. It defines the rights of the provider and the recipient with respect to the materials and any derivatives.
MOU (Memorandum of Understanding)	A non-binding agreement between two or more parties that provides general terms about how the parties will cooperate.
MTA Incoming	When AU is receiving a requested material.
MTA Outgoing	When AU is providing a requested material.
Nationalization (Type)	Indicates that patent application was made in a country which a PCT Contracting State.
New (Status)	Indicates that a new Online MTA has been created but NOT submitted.
Non-Disclosure Agreement (NDA)	A legal contract between at least two parties that outlines confidential knowledge or information that the parties wish to share with one another for certain purposes, but wish to maintain as confidential and restrict access to by third parties. A contract through which the parties agree not to disclose information covered by the agreement. An NDA creates a confidential relationship between the parties to protect any

8/30/2013

	type of confidential and proprietary information or trade secrets.
Non-Provisional Filed (Status)	Status for provisional patent applications that have been claimed priority of in any non-provisional patent application.
Non-Provisional Patent Application	Indicates a full U.S. patent application. A non-provisional may be a plant, utility or design application.
Online MTA Request Status	Indicates the status of your Online MTA Request. Ex. Submitted, New, Declined or Returned.
Option	A party is given first right to license certain intellectual property for a specified period of time under agreement of payment of an option fee.
Organization/Person	Indicates all organizations/persons that are associated with a particular agreement.
PaidUp (Status)	Indicates that there are no further payments due under an agreement.
PCT (patent application)	Patent Cooperation Treaty. Indicates that an international application has been filed, providing a 30-month window to file for protection within 143 participating countries. PCT applications do not issue, but must be converted into patent applications in a particular country. Expiration occurs either 30 – 31 months (depending on the country) from the priority date (earliest filing date).
Pending (Status)	Indicates that an agreement has been received and is under negotiation, but is NOT executed and active.
Planned Refile (Status)	A provisional patent application will be refilled (usually) on or before its one-year expiration date.
Plant Variety Protection (PVP) (Type)	Type of application made by breeders of new varieties of plants which are sexually reproduced (by seed) or tuber-propagated, which results in a Certificate of Protection as issued by the Plant Variety Protection Office (PVPO).
Principal Investigator	Primary individual in charge of a research, cooperative agreement, contract, or other sponsored project.
Prior Art	Consists, primarily, of existing patents and publications that predate a given invention.
Priority Date	Date used to establish the novelty and/or obviousness of a particular invention relative to other art. It is the earliest patent application filing date.
Provisional Patent Application	A low-cost alternative to filing a full U.S. patent application. Provisional applications can be filed quickly in order to provide a priority date immediately. They expire within 12 months of the initial filing date and allow additional time for further research or evaluation to occur prior to moving forward with a full U.S. patent application.
Public Disclosure	A situation in which information formerly unknown to the general public is presented or disclosed to the public (i.e. presentations, grant applications, publications, poster sessions, online publications, etc.)
Recipient Investigator	The investigator who will receive or accept material as set forth in a material transfer agreement (either internal or external).
Refiled (Status)	Provisional patent application status which indicates that an additional provisional patent application was filed in the same matter, usually containing additional information.
Red Asterisk *	Designates required fields.
Related Files	Any supporting documentation, prior art, etc., which pertain directly to the submitted Disclosure or Online MTA Request.
Renewal (Type)	Indicates that an agreement has renewed with or without financial terms.
Stand Still	An agreement with an organization under which AU agrees NOT to option or license a specific technology to a third party for a specified time. The organization does not receive first right to license.
Start Date	Date of first communication with OTT regarding an agreement.
Submitted (Status)	Indicates that an Online MTA Request or online Disclosure have been

8/30/2013

	sent to OTT but NOT yet received or approved.
Summary of Invention	This should be about a paragraph long, including a summary-level description of the invention and focusing on its specific advantages over current technology.
Tabled (Status)	Case is inactive (no further proactive follow-up planned by OTT), but IP rights may remain and inventor can potentially re-open case upon request.
Tag	An index term assigned to a piece of information.
Terminated (Status)	Indicates the process whereby an end is put to whatever remains to be performed under an active agreement. An end is <i>chosen</i> for an agreement prior to the original expiration date.
Title	Create a brief title, no more than five to ten words. It should be descriptive enough to identify the nature of the invention, but not so descriptive that it would enable others to reproduce it.
Type	Indicates the specific application/agreement. (i.e. PCT, Utility, Provisional, Inter-institutional, MTA, NDA, etc.)
Under Review	Indicates that an Online MTA Request and/or online Disclosure has been received by OTT and is currently being reviewed.
Utility Application (non-provisional)	A non-provisional U.S. patent application of a new and useful process, machine, manufacture, or composition of matter, or a new and useful improvement thereof.
Widget	A small application that can be installed and executed within a web page by an end user.

8/30/2013