

# Office of Innovation Advancement and Commercialization

Office of the Vice President for Research & Economic Development

## AU Department Portal

### USER GUIDE



OFFICE OF INNOVATION ADVANCEMENT  
AND COMMERCIALIZATION

**WELCOME** to the Office of Innovation Advancement and Commercialization's AU Department Portal User Guide.

The AU Department Portal may be accessed via the Office of Innovation Advancement and Commercialization (IAC) website from anywhere by visiting <https://cws.auburn.edu/ovpr/pm/tt/home> and selecting the innovator portal.

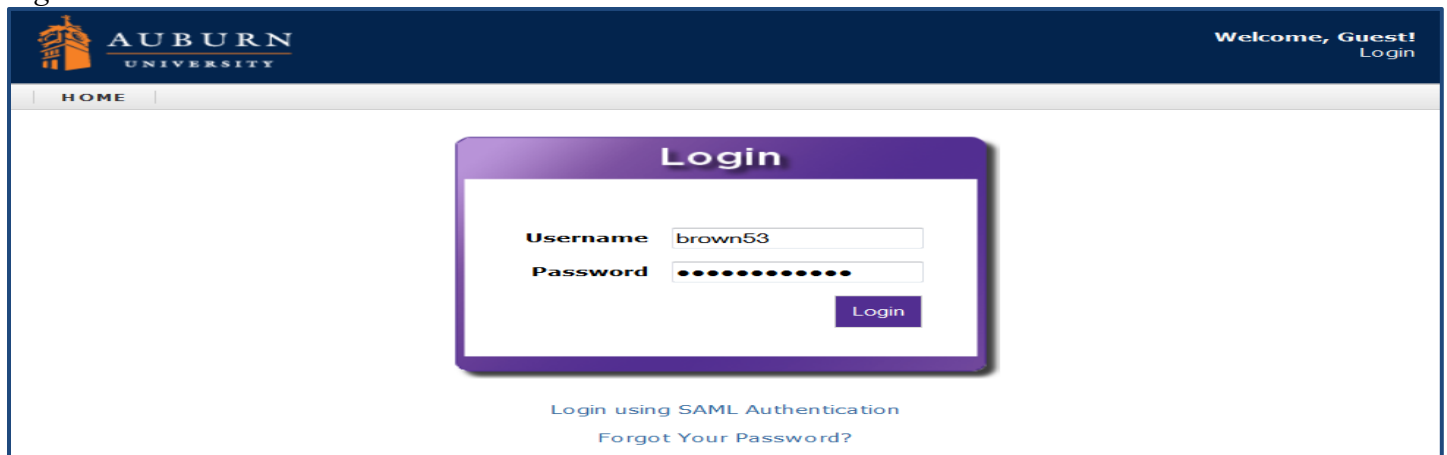
The AU Department Portal was developed to provide AU department heads and other selected persons access to real-time, accurate information pertaining to their department's intellectual property (IP) and agreement portfolios managed through the IAC office. Portal users may now access and view a detailed listing sorted by invention, IP, and agreement for their department or may utilize the Custom Reports options to create customizable Excel spreadsheets for use in reporting and record keeping.

Your department's IP portfolio and agreement details are secure and only accessible utilizing the secure user name and password provided by IAC. While some IP and/or agreements may include contributors from other colleges/schools/departments, division-specific information is not viewable or accessible across divisions.

## HOME PAGE

Department Heads identified by IAC are provided with their department's user name and password upon request.

*Figure 1*




The screenshot shows the Auburn University Department Portal Login page. At the top left is the Auburn University logo and name. At the top right, it says "Welcome, Guest! Login". Below the header is a navigation bar with "HOME" selected. The main content area features a purple-bordered "Login" box. Inside the box, there are two input fields: "Username" with the text "brown53" and "Password" with a masked password of ten dots. A purple "Login" button is positioned to the right of the password field. Below the login box, there are two links: "Login using SAML Authentication" and "Forgot Your Password?".

Once logged in, users are taken directly to their department's home page. From the home page, users can select from three Custom Report options to export their department's agreement, invention, or patent information directly into an Excel spreadsheet for off-line review and customization or utilize the inter-active reporting option. (see *Figure 2*)

Additionally, users may view real-time detail directly from their home page where information is grouped by inventions, IP, and agreements for those matters which list one or more contributors who have been identified as being a past or current faculty member, staff member, or student within their department. (see *Figure 2*)

Figure 2


Welcome, (HS) Nutrition, Dietetics, & Hospitality Mgm

HOME

## Welcome, (HS) Nutrition, Dietetics, & Hospitality Mgm Dept Head

**Inventions for Your Department - Leader**

List  per page Page  of 8

No.	Title	Disclosure Date	Disclosure Status	Inventors
2015-004	Inv. Title	Nov 4, 2014	eCommerce Listed	Inventor Names
2015-003	Inv. Title	Nov 3, 2014	Marketing	Inventor Names

**Intellectual Properties for Your Department - Leader**

List  per page Page  of 11

No.	Intellectual Property Number	Application/Provisional Number	Status
1998-017-07	None	2000-611322	Abandoned
1998-017-06	EP1186059	00928141.1	Abandoned

**Agreements for Your Department - Leader**

List  per page Page  of 15

Track Code	Organization/Person	Start Date	Status
2015-0234	Auburn University	Apr 16, 2015	Active
2015-0208	Auburn University	Aug 4, 2015	Active
2015-0196	Auburn University	Feb 6, 2015	Active

**Tasks**

- o [Customize Home Page](#)

This section lists all inventions submitted which resulted from research / work conducted within your department.

This section lists all provisional and non-provisional US & foreign patent applications and issued patents filed that relates to faculty, staff, or students within your department.

This section lists all agreements, to include incoming and outgoing MTAs, NDAs, exclusive and non-exclusive agreements, and option agreements.

**Custom Reports**

- [Department Agreement Report](#)
- [Department Invention Report](#)
- [Department Patent Report](#)

Custom Reports - Select agreements, inventions, or patents (includes all applications and patents) and export directly into a customizable Excel spreadsheet or view an inter-active report for additional detail and printing.

*NOTE: For those contributors who have multiple assignments across campus, it should be noted that their information will only be viewable when a division/unit within your college was selected for submitted inventions, IP and/or agreements. Subsequently, some contributors within your college may*

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*have existing inventions, IP and/or agreements that will not be viewable if their work was done under another college's assignment.*

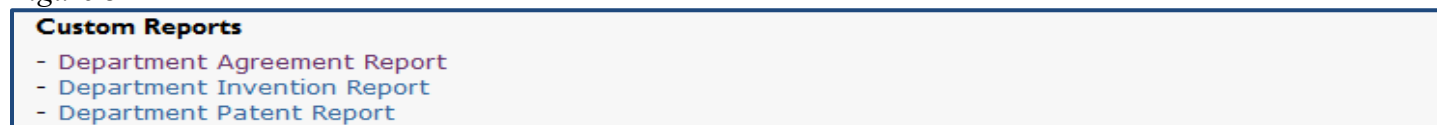
The AU Department Portal offers a user-friendly interface which utilizes common elements throughout, creating an easy-to-navigate format for all levels of computer users.

By selecting information displayed in blue or purple on your screen, the selected topic detail will be shown on a new page with all related information items. For example, if an invention number is selected, that invention detail will open on a new page and all related intellectual property and/or agreements will be included.

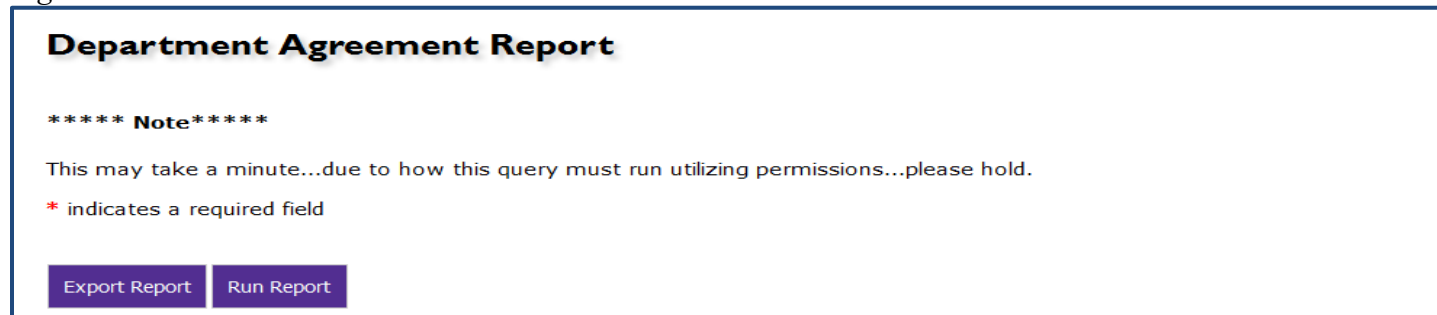
## **CUSTOM REPORTS**

Upon selection of one of the three Custom Report options located at the bottom of your home page (see Figure 3), users will be given the option to Export Report or Run Report. (see Figure 4)

*Figure 3*



*Figure 4*



By selecting Export Report users can export the selected report into an Excel spreadsheet for organization and additional editing options.

When Run Report is selected, users are taken to a live report. (see Figure 5)

Figure 5

### Department Agreement Report

\*\*\*\*\* Note\*\*\*\*\*

This may take a minute...due to how this query must run utilizing permissions...please hold.

\* indicates a required field

Export Report Run Report

Results Record Count: 34

Type	External Organization	Persons/PI	Affiliation	Start Date	Status
<b>2015-0234</b> ▾					
LICEXC - License Exclusive	Auburn University		Nutrition, Dietetics, and Hospitality Management	Apr 16, 2015	Active
<b>2015-0208</b> ▾					
Amendment	Auburn University		Nutrition, Dietetics, and Hospitality Management	Aug 4, 2015	Active
<b>2015-0196</b> ▾					
LICNON - License Non-Exclusive	Auburn University		Nutrition, Dietetics, and Hospitality Management	Feb 6, 2015	Active
<b>2015-0184</b> ▾					
Other	Auburn University		Consumer and Design Sciences (fka Consumer Affairs)	Jun 22, 2015	Active
<b>2015-0111</b> ▾					
MTAIN - Materials Transfer Agreement Incoming	Auburn University		Nutrition, Dietetics, and Hospitality Management	Mar 18, 2015	Active
<b>2015-0090</b> ▾					
Amendment	Auburn University		Nutrition, Dietetics, and Hospitality Management	Jan 30, 2015	Active

In the live Agreement Report screen, agreements are displayed by number with additional agreement detail provided to the right.

By clicking on the agreement number, users are provided with additional details for the selected agreement. (see Figure 6)

Figure 6

## Agreement 2015-0234

[Customize Page](#)

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**▼ Details** 📄 📋 ✎

**Type** LICEXC - License Exclusive

**Field of Use** *What is covered in this agreement.*

**Status** Active

**Start Date** Apr 16, 2015

**Completion Date** Aug 31, 2015

**Effective Date** Aug 28, 2015

**Termination Date** None

**Expiration Date** Sep 6, 2031

**Confidentiality Expiration Date** None

**Agreement Title** Second Restated License Agreement between Auburn Licensee

**External Contract Number** None

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**▼ Organizations** 📄 ✎

Organization	Contact	Relationship Type
Auburn University		Internal
Other organization		External

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**▼ Persons / Principal Investigators** 📄 ✎

Lead	Person	Organization/School/Department	Relationship Type
☆	Name here	Hsieh Nutrition, Dietetics, and Hospitality Management (Department)	Internal

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**▼ Inventions** 📄 ✎

Share	No.	Title	Disclosure Date	Disclosure Status	Inventors
None	1997	Great Stuff!	Feb 10, 1997	ExLicense	
None	2001	More Great Stuff!	Apr 9, 2001	ExLicense	

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**▼ Intellectual Properties** 📄 ✎

No Intellectual Properties

[Customize Page](#)

In addition to more detailed information on the selected agreement, users are also provided with the names of all related organizations, inventions and IP which are related to that agreement.

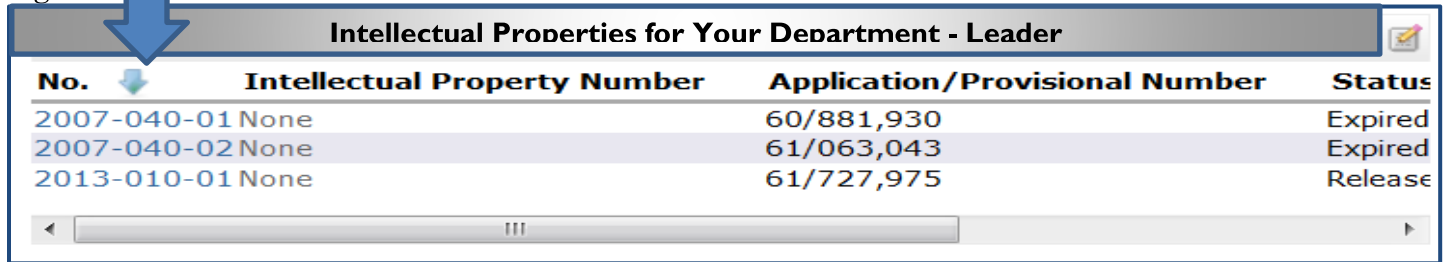
As with the Agreement Report, by selecting specific invention numbers while in the Invention Report option, users are provided with additional detail on the selected invention, to include, sponsor organization names with their contract/grant numbers, if applicable, and all related IP and agreements.

Selecting the Patent Report option also provides IP detail and will include the selected record's related inventions and agreements. Users are also able to print from either the main report page and/or from the agreement detail page for their convenience.

## CUSTOMIZE YOUR HOME PAGE

By clicking on column headers within each section, the items' sort order may be changed within that column. Items can appear from most recent to oldest and vice versa. (See Figure 7)

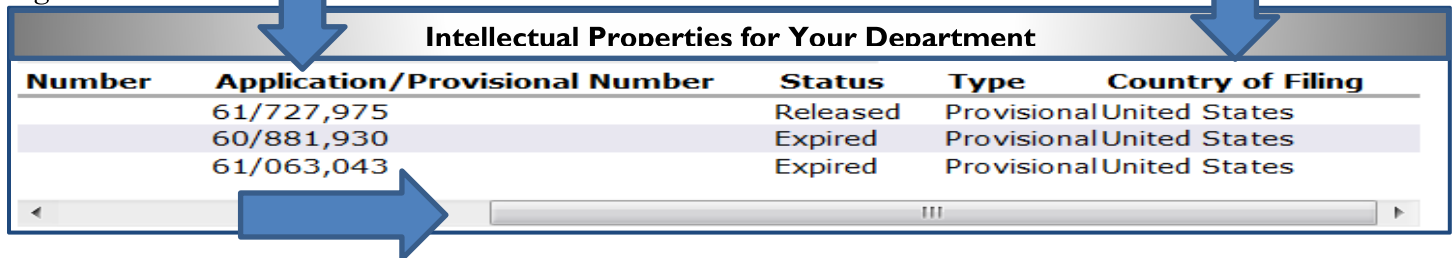
Figure 7



No.	Intellectual Property Number	Application/Provisional Number	Status
2007-040-01	None	60/881,930	Expired
2007-040-02	None	61/063,043	Expired
2013-010-01	None	61/727,975	Release

By using the slide bar located at the bottom of each section additional columns become viewable. (see Figure 8)

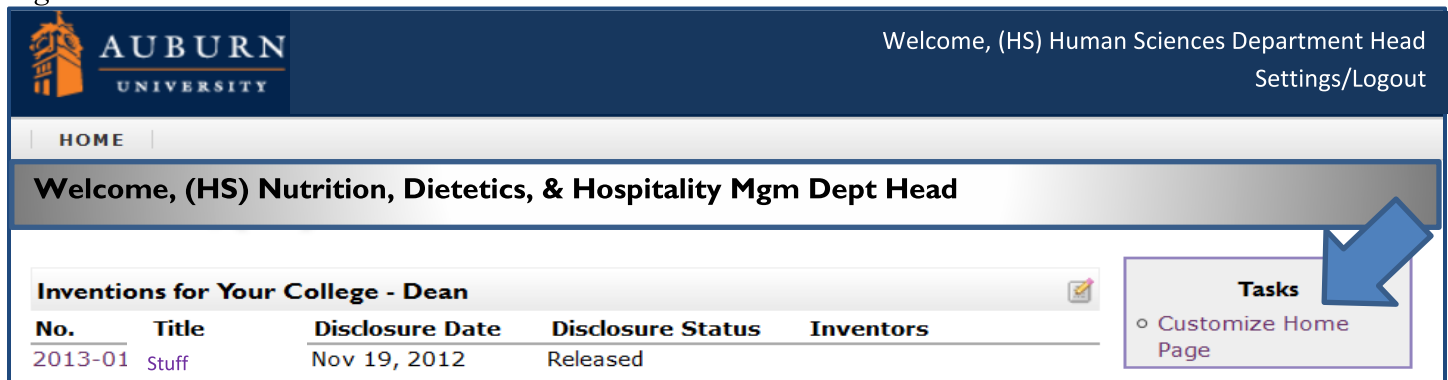
Figure 8



Number	Application/Provisional Number	Status	Type	Country of Filing
	61/727,975	Released	Provisional	United States
	60/881,930	Expired	Provisional	United States
	61/063,043	Expired	Provisional	United States

More customization options are available to users by selecting Customize Home Page located under the Tasks menu. (see Figure 9)

Figure 9



**AUBURN UNIVERSITY** Welcome, (HS) Human Sciences Department Head  
Settings/Logout

HOME

Welcome, (HS) Nutrition, Dietetics, & Hospitality Mgm Dept Head

**Inventions for Your College - Dean**

No.	Title	Disclosure Date	Disclosure Status	Inventors
2013-01	Stuff	Nov 19, 2012	Released	

**Tasks**

- Customize Home Page

Figure 10

HOME

## Customize Home Page

**Available Home Page Widgets**

Widget Name	Description	
Latest Agreements Entered	Recent agreements for your organization.	<a href="#">Add To Home Page</a>
Latest Agreements You Entered		<a href="#">Add To Home Page</a>
Inventor Agreement	For inventors, a list of your agreements.	<a href="#">Add To Home Page</a>
Inventor Homepage	For inventors, a list of your inventions.	<a href="#">Add To Home Page</a>
Latest Inventions Entered	Recent inventions for your organization.	<a href="#">Add To Home Page</a>
Latest Inventions You Entered	Latest Inventions You Entered	<a href="#">Add To Home Page</a>
Online MTAs Entered	Show Recent Online MTAs	<a href="#">Add To Home Page</a>
Your Online Disclosures	Your Online Disclosures	<a href="#">Add To Home Page</a>

**Current Home Page Widgets**

Widget Name	Title	Sort Order	
Inventor Homepage	Inventor Homepage	10	✖
Inventor Agreement	Inventor Agreements	10	✖
Online MTAs Entered	Online MTAs Entered	10	✖
Your Online Disclosures	Your Online Disclosures	10	✖

[Finish](#)

Available Home Page Widgets listed on the left may be added by selecting the Add to Home Page button on the right. The selected items will appear at the bottom of the page under Current Home page Widgets. Set the Sort Order to indicate the order in which items will appear on a user's home page. Once the list is complete, select Finish to return to the home page view. (see Figure 10)

The selected widgets will now be displayed on the user home page.

Support for the AU Department Portal is available during Auburn University's normal working hours from 7:45 a.m. until 4:45 p.m. Monday through Friday by contacting IAC at (334) 844-4977) or via email at [iac@auburn.edu](mailto:iac@auburn.edu).