



USF Tech Transfer Inventor Portal User Guide



Inventor Portal Overview

Minuet (IP Management Tool) for Inventor Self-Service Portal

TTO is proud to introduce our Minuet Inventor Portal to provide all researchers, faculty, staff and students web-based access to view and manage your intellectual property disclosed to our office.

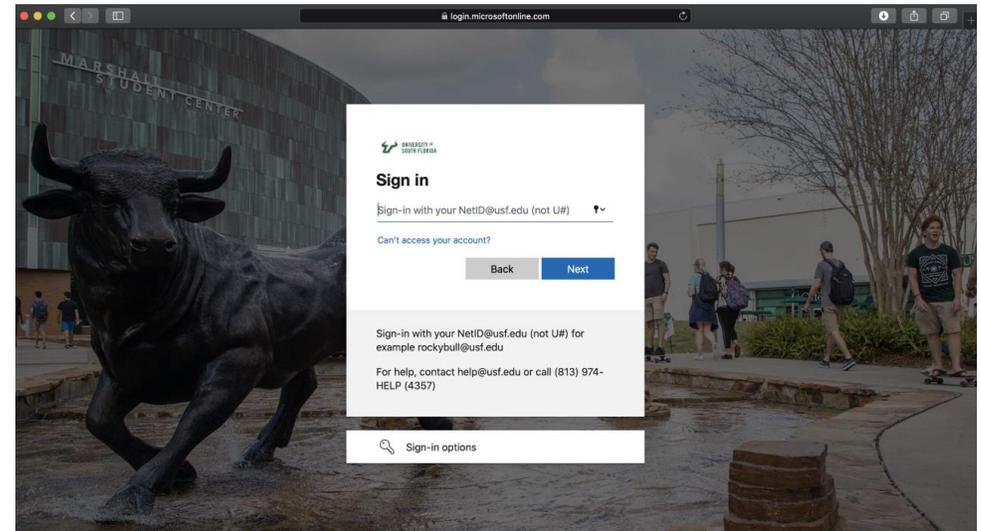




Step 1: Login Using Your USF Net ID

To access the USF Inventor Portal:

You will be prompted to enter your USF NET ID.





Step 2: Create / Edit Your Profile

If you have not logged in previously and do not have an account, you will be prompted to create one. Please note that two addresses are required to create the account.

The screenshot shows the 'Create Account' form in the USF Technology Transfer system. The form is titled 'Create Account' and includes a navigation menu on the left with options: Dashboard, Disclosures, Add New Disclosure, and Edit Profile. The main content area contains the following fields and instructions:

- USF TECHNOLOGY TRANSFER** logo at the top left.
- Create Account** header.
- Instruction: "Please confirm your contact information below or enter in the required fields to associate your account with a contact record."
- Link: "Already have an account? [Login Here](#)"
- Warning: "Please note that all fields marked with an asterisk (*) are required."
- User Name:** * (text input)
- Gender:** (dropdown menu)
- First Name:** * (text input)
- Middle Name:** (text input)
- Last Name:** * (text input)
- Prefix:** (dropdown menu)
- Suffix:** (dropdown menu)
- Citizenship:** * (dropdown menu)
- Position:** * (text input)
- Main Department:** * (text input)
- Additional Departments:** (text input)
- Specialty:** (text input)
- Email Address:** * (text input)
- Type:** (dropdown menu) with a "Remove" link.
- Set as default email**
- [Add another Email](#)
- Phone Number:** * (text input)
- Type:** (dropdown menu) with a "Remove" link.
- Set as default Phone Number**
- [Add another Phone Number](#)
- Address:** (text input)
- Type:** (dropdown menu) with a "Remove" link.
- City:** (text input)
- State / Prov:** (dropdown menu)
- Postal Code:** (text input)
- Country:** (dropdown menu)
- Set as default Address**
- [Add another Address](#)
- Create an Account** button.



Step 2: Create / Edit Your Profile

To edit your account please click on the 'Edit Profile' tab, and enter or confirm all of your contact information, including:

Legal name, title, personal email, home address, citizenship, personal phone number, affiliated USF department/division.

NOTE: It is important to update your contact information as it may affect our ability to distribute royalties and contact you should you leave University of South Florida in the future.



 Dashboard

 Disclosures

 Add New Disclosure

 Edit Profile

If you login to edit your profile, you will need to make sure to re-enter your citizenship if it is not already populated to avoid and error message.



Step 3: Review Your Dashboard

View / Review the status of your previously disclosed innovations in your dashboard

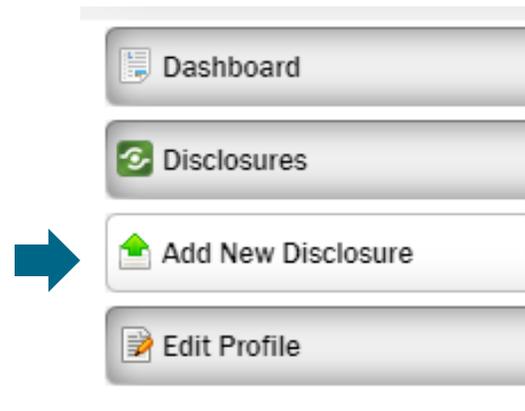
- Click View to see the details of each disclosure you have already submitted. If it is your first time, none will be listed.

The screenshot displays the USF Technology Transfer dashboard. The top navigation bar includes the USF Technology Transfer logo and the user's login information: "Logged in as: Lauren Falato Gotin" with "Logout" and "Feedback" links. The left sidebar contains navigation options: "Dashboard", "Disclosures", "Add New Disclosure", and "Edit Profile". A blue arrow points to the "Disclosures" option. The main content area is titled "Disclosure Activity" and includes a sub-header: "Draft and Submitted Inventions can be viewed here". Below this, it says "Welcome to Inventor Portal" and "Recent Activity". A message states "No recent activity to display." with a pagination control showing "Page size: 10" and "0 items in 1 pages". At the bottom left of the main content area is a button labeled "Delete All Disclosure Activities". On the right side of the dashboard, there are three summary boxes: "Draft Disclosures" (0), "Disclosures Ready For Approval" (0), and "User Accounts Awaiting Approval" (0).



Step 4: Submit a New Invention Disclosure

Submit your invention disclosure via the 'Add New Disclosure' tab. You will be prompted to enter and non-confidential title and select from the drop-down list.

A form titled 'New Disclosure' with the following content: 'You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure.' Below this is a 'Disclosure Title:' label followed by a large empty text input box. Below that is a 'Choose the Type of Disclosure:' label followed by a dropdown menu showing 'Technology Disclosure Form'. At the bottom right are two buttons: 'Create New Disclosure' and 'Cancel'. Two blue arrows point to the text input box and the dropdown menu.

Enter the 'Disclosure Title' in the textbox, choose 'Technology Disclosure Form' and then click on 'Create New Disclosure'

// Step 5: Confirm Inventor(s) Information

- The Submitting Inventor will be considered the lead inventor for the invention disclosure.
- All personal information for co-inventors is also requested to submit the disclosure.
- We recommend setting co-inventor permissions to 'Editor'. This will enable the disclosure to be a dynamic, collaboration space.
- Please list the following co-inventors on your Disclosure.

Inventors

Title of Technology
Please leave a brief but descriptive title.

Add Inventor

First	Middle	Last	Permission	Order	Contribution	Working for	Department	Role Type	Address	Manage
No inventors to display.										



Step 6: Confirm Funding Sources

Please select if the disclosure you are submitting is funded by any source via the dropdown

- This includes funding from government, industry or foundation
- If Yes, please add the funding information

Funding

Was this disclosure funded by any source? *
Was this invention conceived or first actually reduced to practice in the performance of work under a federal funding or collaborative agreement?

Yes

This includes: government, industry or foundation
IMPORTANT: *If you will report this technology to a sponsor, you must list the sponsor here.*

Funding Information

Sponsor	Grant or Contract	Principal Investigator	Fund Number	Manage
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	Save Delete



Step 7: Agreements and Publications

Please note if there are any agreements related to this technology (Material transfer agreements, consulting agreements, confidentiality agreements, etc.)

In the *Institution Contact* section, please provide a phone number and email address if possible.

Please note if there are any publicly available and potentially enabling disclosures of the technology that may have occurred (Published in a journal, thesis, or abstract; presented as a poster or orally at a conference or invited talk; discussed with colleagues, etc.). Detailed records are useful, so any comments or information that explains disclosures, presentations, publications or the like are encouraged

Agreements & Publication

Are there any other agreements pertaining to this technology? *
Material transfer agreements, consulting agreements, confidentiality agreements, etc.

Yes ▾

Agreements and Information
If yes, please list any such agreements below and provide copies in the [Documents](#) section at the bottom of this form. **Add Row**

Agreement Type	Name of Other Party	Institution Contact	Manage
Nothing entered yet.			

Public Disclosures (any publicly available and potentially enabling disclosures of the technology):
Public disclosure immediately prevents us from obtaining most foreign patent rights and may also impact our ability to obtain US patent rights. As such, please try to contact TTO before publicly disclosing your technology so we can consider protection strategies. However, even if you have publicly disclosed your technology, please complete and submit this form.

Has the technology been disclosed to anyone? *
Published in a journal, thesis, or abstract; presented as a poster or orally at a conference or invited talk; discussed with colleagues, etc.

Yes ▾

If yes, please provide below the dates of all disclosures and describe their nature (publication, presentation, discussion, ect.) *

// Step 8: Add Information about your Disclosure

- Please provide an overview of your invention, any existing technologies similar to your invention, and any relevant publications or patents

Disclosure Information

Description of the Disclosure

Please summarize the invention, in 2 paragraphs or less, including a non-technical description of how it solves particular problems.

Existing Technologies

What existing technologies are most similar to your invention and what are the key novel features that distinguish from these existing technologies? It may be helpful to try to finish the sentence **"The element of my invention that makes it unlike anything else is..."**

Relevant Publications and Patents

Please list at least three of the most relevant publications and patents (of which you are aware) that closely relate to this invention. This usually includes work by competing academic groups or works that may have influenced your laboratory's research efforts



Step 9: Add Relevant Marketing Targets

- Marketing your innovation is a collaborative process. If you know of commercial entities that may be interested in your discovery, please share them along with any keywords that may help our commercialization managers find companies that may have an interest in your technology.

Marketing Targets

Companies and Contacts
This is a list of companies and contacts that we plan on marketing to, or to whom we are marketing your technology.

If you are aware of a company having a commercial interest in this area please add them here or contact our office using the remarks section of this disclosure.

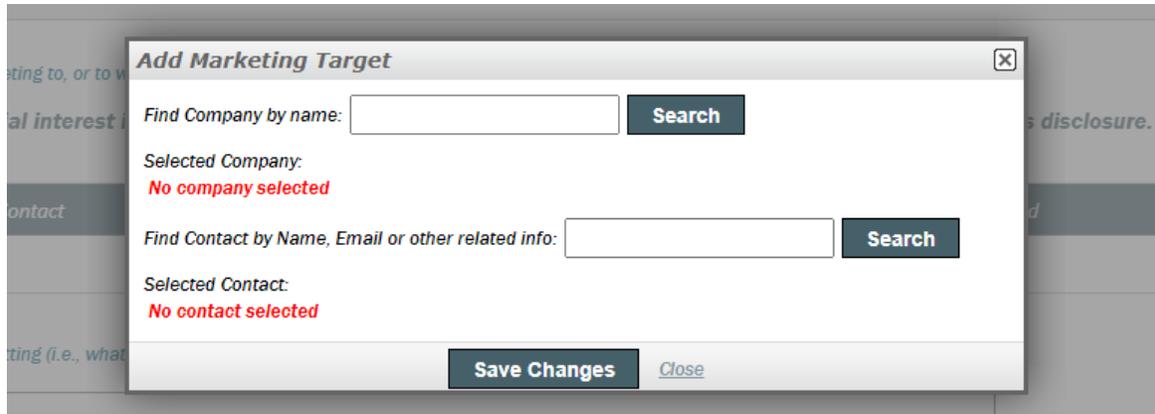
Add Marketing Target

Company	Contact	Email	Created	Manage
No marketing targets to display.				

Commercialization
Describe how the invention might be used in a commercial setting (i.e., what would a product, method, or service look like, who would be the most likely end user, etc.)

// Step 9: Add Relevant Marketing Targets Cont.

- Select add marketing target to provide the names of companies that would likely be interested in licensing your technology for commercialization, if known.



Add Marketing Target

Find Company by name: **Search**

Selected Company:
No company selected

Find Contact by Name, Email or other related info: **Search**

Selected Contact:
No contact selected

Save Changes [Close](#)

- Please add a description of the invention's commercial use and any further research planned that would help with the commercial viability.

Commercialization
Describe how the invention might be used in a commercial setting (i.e., what would a product, method, or service look like, who would be the most likely end user, etc.)



Step 10: Add Documents and Remarks

- Upload any relevant documents. File types include Word, PDF, PPT, Excel, etc.
- You can add comments that give additional context to the information provided in the previous fields of the disclosure form.

Documents

Uploaded By	File	Extension	Created	Manage
No documents to display.				

Add a Document
* Size limit is 10MB

No file chosen

Remarks

Remember to submit this Disclosure form along with all related abstracts, drawings, manuscripts, etc. via e-mail to disclosures@usf.edu. All should be in a Word or editable format.

By	Comment	Created
No remarks to display.		

Add a Remark



Step 11: Submit Disclosure for Review

- When you are ready to submit your disclosure, please click on the 'Submit for Review' button.
- Once submitted, Tech Transfer will review your invention disclosure and follow up with an official disclosure confirmation letter usually within 2-3 business days.



Draft

This disclosure is in draft status. When you are finished editing, Submit the disclosure for administrator review using the button below.

[Save As Draft](#)

Submit for Review



Step 12: Contact Tech Transfer

- To submit your feedback, or if you have any issues using the Inventor portal and would like to discuss with USF Tech Transfer, please email: ttoinfo@usf.edu