CSU INVENTOR PORTAL

https://colostate.inteum.com/colostate/inventorportal

Introduced in December 2015, the CSU Inventor Portal is intended to provide a way for CSU faculty, students, and staff to disclose inventions to CSU Ventures, through a user-friendly, web-based interface. What follows is a basic guide on utilizing the portal. While we hope that this document will contain the answers to many inventor portal-related questions, please also feel free to contact CSU Ventures with any questions and/or feedback on the portal.

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Table of Contents:

2 Requesting an Inventor Portal Account
3 Resetting your Password
3 Portal Dashboard and Navigation
4 Creating a New Invention Disclosure
7 Editing or Checking the Status of an Existing Invention Disclosure
7 Updating Profile Information
Requesting an Inventor Portal Account

(1) Navigate to the inventor portal login page and click “Request Account” as shown below.

(2) Enter your email and the image code shown and click “Submit”

(3) An email will be sent to the address that you provided. Click on the link in the email to create your inventor portal profile. Fill in the information requested. Note that only fields with an asterisk are required.

(4) After entering inventor profile information, click “Create an Account.” If there is already a contact record for you in our system, you will be asked to confirm that the existing contact is you. If applicable, please click on the “Yes, this is me” link, under the “Confirm your information” heading that will appear on the right-hand side of the page.

(5) Once an administrator has approved your account, you will receive a notification email. You can then log into the portal using the username and password that you created.

https://colostate.inteum.com/colostate/inventorportal
**Resetting your Password**

To reset your password, click the “Forgot password?” link on the login page. You will be prompted to enter your username/email as well as an image code. An email will then be sent to you with a link that you can use to reset your password.

**Inventor Portal URL:** https://west.inteum.com/colostate/inventorportal

**Portal Dashboard and Navigation**

Please refer to the image below for information on basic navigation in the inventor portal. The homepage, or dashboard page is accessible via the CSU Ventures logo at the top of the page or the “Dashboard” button in the menu on the left side of the page. This menu also includes links which allow you to view/edit existing disclosures, disclose a new invention, or edit your profile information. You can contact the portal administrator or log out of your account using the links in the upper right-hand portion of the page.
Creating a New Invention Disclosure

(1) Click on the “Add New Disclosure” button in the menu on the left side of the page, enter a title, choose a “Type of Disclosure” (currently, the only available type is “CSU Invention”), and click “Create New Disclosure.”

(2) Complete the disclosure form as fully as possible. Note that fields with an * are required.
Public DiscI.

- Has this invention been disclosed to non-inventors? *
  - If yes, disclosure date

- Are there any future plans to disclose this invention to non-inventors? *
  - If yes, future disclosure date

Please list any and all related prior and planned publications, presentations, abstracts, posters, proposals, theses/dissertations, and/or discussions with industry, other universities, or inventors, including dates (1000 Characters or less).

Invention Details

First Written Records: Location/Persona/Records/SUPPORTING FACTS

First Written Records

- Are there any MTAs associated with this invention? 
- Are any of the inventors students who were not paid by CSU? 

Market

Potential commercial applications for invention (1000 Characters or Less):

Please list KEYWORDS that would help someone searching for this technology to locate it easily (250 Characters or Less):

Companies that may be interested in commercializing this invention (250 Characters or Less):

Advantages over State of the Art (1000 Characters or Less):

Companies or other entities that produce a competing product (1000 Characters or Less):

If you intend to disclose the invention to non-inventors at a future date (e.g., at a conference or in a publication) please provide the expected date.

Please enter the earliest date on which the invention was disclosed to non-inventors.
(3) When you have completed the form, choose “Save as Draft” and then click the submit for review button in the upper right corner of the page. If all required fields have been completed, you will see a message indicating that once you submit your invention disclosure, you can no longer make any changes.

(4) CSU Ventures will review your disclosure to make sure it is complete. If any important information is missing, we may send the disclosure back to “Draft” and request that you add the missing information. If your disclosure is complete, we will approve it. In either case, you will receive a notification email letting you know the new status of your invention disclosure.

(5) After your disclosure has been approved, you (and each of the inventors listed on the disclosure) will receive an email asking you to electronically sign the disclosure. Click on the link in this email to open the signature page. Read the information carefully, before signing. Note that if you do not list any sources of funding, you will be asked to verify that no funding sources were used.

(6) You have now completed an invention disclosure. A licensing director from CSU Ventures will be getting in contact with you soon to discuss your invention.
Editing or Checking the Status of an Existing Invention Disclosure

At any time you can edit a saved draft of an invention disclosure or check the status of an invention disclosure that you have previously submitted through the portal by clicking on the “Disclosures” button in the menu on the left side of the screen in the portal. You can locate a disclosure by using the search bar and/or filtering options; you can also sort information by column.

Once you have located the invention disclosure of interest, click the “View” link on the right side of the page (under the “Manage” column) to view or edit the disclosure. If any patents have been filed on your invention disclosure or if any agreements have been signed, you will see these under the “Patents” and “Agreements” headings near the bottom of the disclosure record.

Updating your Profile Information
To edit your profile information, go to the “Edit Profile” option in the menu on the left side of the screen. After making changes, be sure to click the “Save Changes” button before navigating to a new page.