

## Instructions for submitting an online disclosure

- 1- The following link will bring you to myUM portal

<https://myumbmaryland.edu>

- 2- Login to the portal, using your employee ID and password. If you do not have one, please contact help desk via email at [help@umaryland.edu](mailto:help@umaryland.edu).



UNIVERSITY of MARYLAND  
THE FOUNDING CAMPUS



myUMID:

Password:

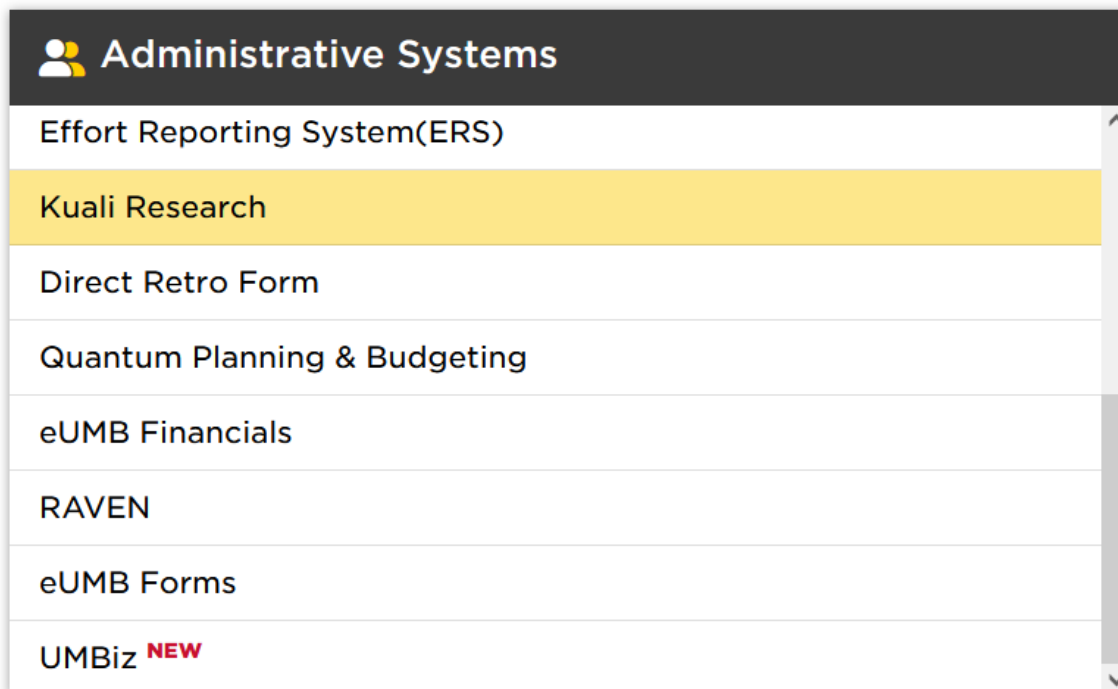
[?](#)

[First Time User, Setup Your Password](#)

[Forgot Your Password](#)

[New to the MyUM Portal? View the tutorial](#)

- 3- Once you are in myUM portal page, click on **UMBiz** which is located on the Administrative Systems.



**Administrative Systems**

- Effort Reporting System(ERS)
- Kuali Research**
- Direct Retro Form
- Quantum Planning & Budgeting
- eUMB Financials
- RAVEN
- eUMB Forms
- UMBiz **NEW**

4- myUM Authentication's window below will pop-up, please enter myUM ID and password. This is to confirm your identity against our system.

### myUM Authentication

myUM ID

myUM Password

❓Forgot Password?

❓First Time User, Setup Your Password


5- To file an Invention disclosure, click on Invention Disclosure Form on the right side of screen.

[About UM](#) | [Schools](#) | [Offices](#) | [Research](#) | [Student Services](#) | [Campus Life](#) | [Give to UM](#) | [Search](#)

[Portal Home](#) | [Logout](#)

"UMBiz" is a web-based portal designed to assist UMB faculty and administrators manage UMB intellectual property, research materials and collaborations with corporations. The modules available through UMBiz (below) replace older electronic and/or paper-based versions of these forms. These modules also provide a new service for faculty and administrators - the ability to view status updates for each submitted application.


This first version of UMBiz is limited to (1) requests for corporate-sponsored clinical trial & clinical research contracts and (2) disclosure of new intellectual property (see icons and additional information below). Additional operations, including requests for material transfer and confidentiality agreements, will be available in the near future.



[Clinical Research Request Form](#)

This form is required to initiate billing analysis and contract/budget negotiations for "clinical research." For the purposes of this portal, "clinical research" is defined as *any research that requires informed consent by the research volunteers and/or patients*. All clinical research, regardless of funding source (e.g. corporate, federal, foundation), requires submission of a Clinical Research Request Form.

This form provides CCT with information complementary to information collected in COEUS. Use of this form does NOT replace nor does it excuse researchers from routing contracts in COEUS.

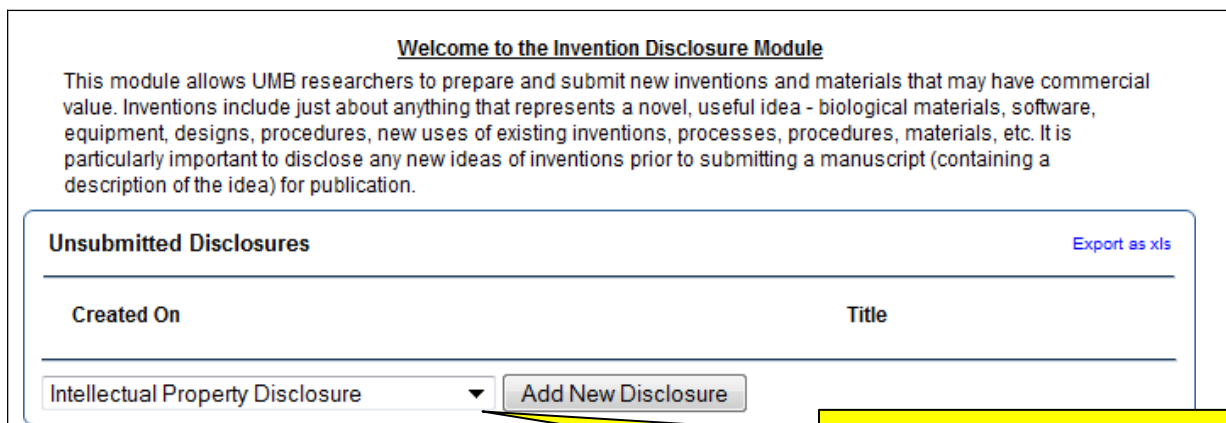


[Invention Disclosure Form](#)

This module allows UMB researchers to prepare and submit new inventions and materials that may have commercial value. Inventions include just about anything that represents a novel, useful idea - biological materials, software, equipment, designs, procedures, new uses of existing inventions, processes, procedures, materials, etc. It is particularly important to disclose any new ideas of inventions prior to submitting a manuscript (containing a description of the idea) for publication.

## Navigating Invention Disclosure Form

Click on the Add New Disclosure button and select the appropriate disclosure form. There are three forms of disclosure – Intellectual Property (Invention Report), Copyright and Tangible Research Property Disclosure.



**Welcome to the Invention Disclosure Module**

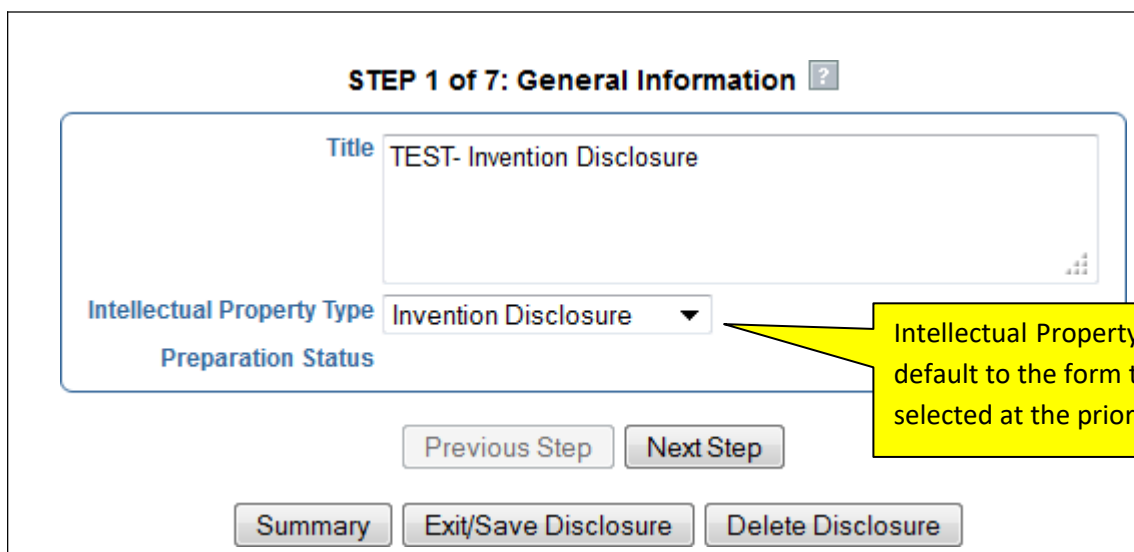
This module allows UMB researchers to prepare and submit new inventions and materials that may have commercial value. Inventions include just about anything that represents a novel, useful idea - biological materials, software, equipment, designs, procedures, new uses of existing inventions, processes, procedures, materials, etc. It is particularly important to disclose any new ideas of inventions prior to submitting a manuscript (containing a description of the idea) for publication.

Unsubmitted Disclosures		Export as xls
Created On	Title	
<div>Intellectual Property Disclosure ▼</div> <div>Add New Disclosure</div>		

Select the appropriate form here and click add button to begin filing an invention disclosure.

### Step 1: General Information

Once you select to add a New Disclosure, you will be asked to provide general information which is related to your invention.



**STEP 1 of 7: General Information** ?

Title: TEST- Invention Disclosure

Intellectual Property Type: Invention Disclosure ▼

Preparation Status:

Previous Step Next Step

Summary Exit/Save Disclosure Delete Disclosure

Intellectual Property type is default to the form that you selected at the prior screen.

## Step 2: Innovator Information

Enter the information of the inventors and other contributors. When adding a new inventor, you will be prompted to first search to see if the person exists in the database.

**People Search**

**Search for Person:**

Where **Name** contains

Please FIRST search the database for the applicable Person. Only Select ADD NEW Person if you cannot find the Person in the database.

**Search for Person:**

Where **Name** contains

**People Search Results** [Export as xls](#)

Select	Full Name	Division	Department
<input type="button" value="Select"/>	Kanchana Tirasuth	Medicine	Cardiology

Page 1

Please FIRST search the database for the applicable Person. Only Select ADD NEW Person if you cannot find the Person in the database.

Search results screen

You will be prompted to complete a few entries i.e. lead innovator check box, VA appointment, your home address and verify your UMB department if applicable.

**Innovator Information**

Full Name Kanchana Tirasuth

Lead ☒

Title N/A

Please verify information below and modify if necessary. Fields marked with an asterisk are mandatory.

UMB Department

\*If you have an appointment with the VA, please identify the type of affiliation:

Home Address:

\*Street 1

Street 2

\*City

\*State

\*Zip

\*Country

\*Citizenship

Select the type of VA affiliation by clicking the dropdown list.

If the person is not in the database, you can add the inventor by clicking “Add a new person”

**Add a Person:**  
Please fill in the following information:

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Title	<input type="text"/>
Work Address 1	<input type="text"/>
Work Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Work Country	<input type="text" value="United States"/>
Work Telephone	<input type="text"/>
Work FAX	<input type="text"/>
Work Email Address	<input type="text"/>

**Organization Information**  
An organization has not been selected for this person.  
If this person works for a company/university, please select which organization.  
Click the Search for Organization button to search for or add a new company/university.

< No Organization Selected >

Search for an existing organization in our database.

### Step 3: Abstract Information

Describe your technology invention which is not more than 250 words.

**STEP 3 of 7: Abstract Information** ?

Description of Invention

#### Step 4: Additional Invention Data

You will be walked through a series of questions. Questions in each step are mandatory.

If some are not applicable to you, please enter N/A. The online disclosure allows you to save, edit, attach additional electronic documents and print PDF.

#### Step 5: Keywords

Please provide a few of keywords that are related to your technology (no more than 5 keywords).

**STEP 5 of 7: Keywords** ?

**Keywords** Please provide keywords related to the technology (maximum of 5 keywords). The suggested keywords will be used for the purpose of marketing of the technology and/or patent searching. [Export as xls](#)

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**Keyword**

Add Keyword

Your Technology record has the following keywords:

cancer

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To add a new Keyword, search for Keyword =

Search

Done

If there is no keyword in the database, please add a new keyword by clicking add button.

#### Step 6: Attachments

You are allowed to upload files any format up to 50 MG in size.

**STEP 6 of 7: Attachments** ?

[Export as xls](#)

Attachment Name	File Type	File Size	Download	
TEST_FILE.pdf	pdf	37755	<a href="#">Download</a>	<div style="border: 1px solid #add8e6; padding: 2px 10px;">Delete</div>

Page 1

To add an attachment, select the file by clicking 'Browse' then select 'Upload':


Browse...

Upload

You may browse the selected file from your computer and click upload button.

**Step 7: Summary and Printing PDF**

This step provides a summary of all provided information. If mandatory information is missing, a descriptive message in red will appear in the particular section of the Summary page. This same summary can be accessed at any point using the “Summary” button at bottom of the page.

**STEP 7 of 7: Summary** 

[Preview PDF](#)

**Accuracy is essential as this is a legally important document.  
Please read carefully before submitting.**

*I provided the submitted information, which is accurate to the best of my knowledge.*

Acknowledged By:

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**General Information** Title: TEST- Invention Disclosure  
[Go to Step 1](#)

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**Innovators** Kanchana Tirasuth  
Gail Knott  
[Go to Step 2](#)

**You may have left mandatory fields incomplete. Please go back to Step 2 to ensure that the VA co-appointment data, the Home Address information and the Citizenship fields are all complete.**

---

**Abstracts** Abstract data has been provided.  
[Go to Step 3](#)

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**Additional Invention Data** Question data has been provided.  
[Go to Step 4](#)

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**Keywords** Keywords have been provided.  
[Go to Step 5](#)

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**Attachments** TEST\_FILE.pdf  
[Go to Step 6](#)

[Previous Step](#) [Submit Disclosure](#) [Next Step](#)

[Summary](#) [Exit/Save Disclosure](#) [Delete Disclosure](#)

Click print preview in PDF format prior you submit an invention disclosure.

You may choose to save your disclosure at any point in time and submit it when it is ready.

Once you submit a disclosure, you can use Submitted Disclosure to monitor the status of your disclosure.

Unsubmitted Disclosures

Export as xls

Created On	Title
02/22/2012	TEST-TRP
02/22/2012	TEST-Copyright

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Intellectual Property Disclosure Add New Disclosure

You may save your disclosure and submit it when you're ready.

Submitted Disclosures

Export as xls

Int Ref #	Title	Status	Date Submitted	Licensing Officer
	TEST- Invention Disclosure	Submitted	02/23/2012	

Page 1

Check the status of your disclosure here

You may also monitor the status of your patent application that was filed by our office.

Patents

Export as xls

Int #	Title	Status	Patent App #	Patent #
SDTest-Pat01	SD Test : Brilliant idea number 2 million and 3.	Pending	61/333,444	

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6- Office of Technology Transfer requires signatures from all inventors, once you have submitted your form electronically. Please print and have all inventors sign; date and mail or email a copy to:

Gail Knott, Technology Transfer Specialist  
Office of Technology Transfer, ORD  
620 W.Lexington St. 4<sup>th</sup> fl.  
Baltimore, MD 21201  
email: [gknot001@umaryland.edu](mailto:gknot001@umaryland.edu)  
phone: 410-706-2380

7- Once we receive your disclosure, our staff will assign an internal reference number/docket number.

#### HELP & SUPPORT:

- The online invention disclosure module is optimized for Firefox.
- Technical issue regarding an online disclosure form, contact: Kanchana Tirasuth via email at [ktira001@umaryland.edu](mailto:ktira001@umaryland.edu) or phone at 410-706-1873

**\*This Web Invention Disclosure Module is powered by KSS TechTracs**