



USC Stevens Center Copyright Disclosure (Includes Software) Guide

The Inventor Portal is a secure, user-friendly platform that enables faculty, staff, and students to disclose new inventions and copyrightable works.

The Portal gives each creator, author, and/or contributor the ability to do the following activities:

- Complete and submit copyright disclosures online;
- Check the status of your submitted copyright disclosures; and
- Check the status of all disclosures on which you are listed as a creator.

Enclosed is a “Step by Step” manual for entering data and navigating through the Portal. Although the Portal was designed to be intuitive and easy to use, the instruction manual should answer any questions you may have.

Administrative Support: You can contact a database analyst at database@stevens.usc.edu with any technical questions. Once you have accessed and worked within the Portal, we are confident that you'll see the benefits of having this new information at your fingertips. If you have any questions or wish to provide suggestions to Stevens for improving the Portal, please contact licensing@stevens.usc.edu.

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FAQs

Why should I disclose my copyrightable work?

If you believe you have created a copyrightable work with commercial potential, submitting the Copyright Disclosure form is an important first step to commercializing your creation.

The new Copyright Disclosure form provides a written, dated record of your copyrightable work (e.g., software code, clinical questionnaires, multimedia content). It allows the university to evaluate potential protection options, commercialization opportunities, and licensing strategies. Timely disclosure also helps USC meet its obligations under federal grants and sponsored research agreements, where copyright ownership and usage rights may need to be clarified.

When should I disclose?

In general, you should disclose a copyrightable work when you believe it may have commercial value, whether on its own or as part of a larger product or offering. Common examples include clinical tools, questionnaires, multimedia content, and databases. If you are unsure whether your copyrightable work is commercially valuable, we encourage you to contact our office. We are happy to help assess the opportunity and determine whether a disclosure is appropriate.

What about software?

Although software code is automatically protected by copyright laws once written and fixed in a tangible medium, certain types of software may also be patentable (e.g., algorithms, novel methods, or systems). If your software has commercial potential, we encourage you to disclose it to our office and we can evaluate the best pathway to protect the IP, whether via copyright and/or patent protection.

If you believe your software may be patentable, please disclose it to our office (first using the copyright disclosure form) at least three (3) months prior to any public release—including publication, posting on GitHub, or sharing under an open source license. Early disclosure gives us time to evaluate the work and recommend a protection and licensing strategy that aligns with your goals.

If we determine that your software may be patentable and should be protected through a patent application, we may ask you to resubmit this form by selecting “New Invention Disclosure” in the question asking for the Type of Disclosure.

The image shows a web application interface for creating a new disclosure. On the left is a vertical sidebar with buttons: Dashboard, Disclosures, Add New Disclosure (highlighted with a red box), Disclosure Agreements, Patents, Agreements, Request an Agreement, My Reports, and Edit Profile. A red dashed line connects the 'Add New Disclosure' button to the 'New Disclosure' form on the right. The form has a title bar 'New Disclosure' and a message: 'You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure.' It contains a text field for 'Title of Invention/Work' with the value '06242025 - Test Invention Disclosure'. Below this is a dropdown menu labeled 'Choose the Type of Disclosure:' with 'New Invention Disclosure' selected. A dropdown menu is open, showing 'New Copyright Disclosure (including Software)' and 'New Invention Disclosure' (highlighted in blue). At the bottom right of the form are 'Save' and 'Cancel' buttons.

New Disclosure

You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure.

Title of Invention/Work:

06242025 - Test Invention Disclosure

Choose the Type of Disclosure:

New Invention Disclosure

New Copyright Disclosure (including Software)

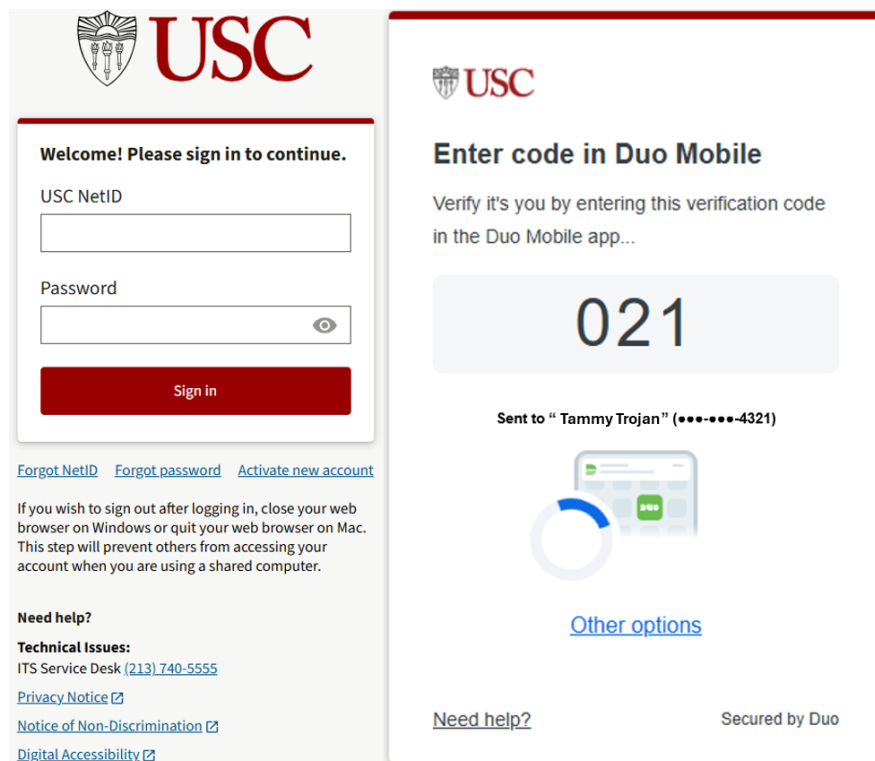
New Invention Disclosure

Save Cancel

Logging on to the Inventor Portal

To log into Inteum's Inventor Portal, you will need to utilize your USC NetID account. Additional information from USC ITS about using your USC NetID account can be found [here](#).

Below is an example of the Single Sign-On (SSO) Shibboleth you will be faced with when attempting to sign in, along with an example Duo Mobile prompt that you may be presented with if you are using Duo Mobile for verification purposes.



USC

Welcome! Please sign in to continue.

USC NetID

Password

Sign in

[Forgot NetID](#) [Forgot password](#) [Activate new account](#)

If you wish to sign out after logging in, close your web browser on Windows or quit your web browser on Mac. This step will prevent others from accessing your account when you are using a shared computer.

Need help?

Technical Issues:
ITS Service Desk [\(213\) 740-5555](#)
[Privacy Notice](#) [Notice of Non-Discrimination](#) [Digital Accessibility](#)


USC

Enter code in Duo Mobile

Verify it's you by entering this verification code in the Duo Mobile app...

021

Sent to "Tammy Trojan" (•••-•••-4321)



[Other options](#)

[Need help?](#) Secured by Duo

Overview

Tab/Button	What You Can Do
Dashboard	<p>Includes details of recent activity relating to disclosures and agreements associated with your account.</p> <p>On the right-hand side there are a few boxes. Here you can view Draft Disclosures, Disclosures Ready For Approval, and User Accounts Awaiting Approval.</p>
Disclosures	<p>Invention or copyright disclosures that have been created, edited, and/or submitted in the Inventor Portal will be displayed in list form in the Disclosures tab. The list will contain all disclosures that have been created personally by you or that were created by others naming you as an inventor. All your disclosures can be monitored and managed from this tab, including those that were created in Wellspring's Sophia.</p>
Add New Disclosure	<p>You can create a new invention or copyrightable work disclosure by clicking on the Add New Disclosure tab where you will be prompted to provide relevant information.</p>
Disclosure Agreements	<p>The Disclosure Agreements tab provides high-level details of agreements related to disclosures naming you as an inventor.</p>
Patents	<p>The Patents tab provides details of patents and patent applications related to disclosures naming you as an inventor.</p>
Agreements	<p>The Agreements tab provides details of agreements you have requested such as MTAs, DTAs, and CDAs.</p>
Request an Agreement	<p>The Request an Agreement tab will allow you to request a CDA and will provide a link to MTAShare so that you can request MTAs, and DTAs. Please note that only CDAs associated with a disclosure should be requested here. Other CDAs may need to be redirected to another office at USC.</p>

My Reports	The My Reports tab allows you to see summaries of technology income distribution and which technologies have related patents. Have the Tech ID for a given technology ready to facilitate your search.
Edit Profile	Click on the Edit Profile tab to update your account information and click [Save Changes].
Logout	Click Logout on the top right of the Inventor Portal home page to log out of the site.
Feedback	Need Help? Click on Feedback in the upper right-hand corner, enter your email address and any feedback or comments and click [Submit].

Disclosures

There are search, filter, and sort functionalities in the Inteum Inventor Portal. You can filter by disclosure type (e.g., Invention or Copyright), the review stage the disclosure is in, and the create date. You can also sort and filter the entire table, drag columns, and export the table to a spreadsheet.

Disclosures											
<div>Search [AB] Type: [All] Review Stage: [All] Created Date: [All] Add a New Disclosure Export</div>											
Invention ID	Tech ID	Title	Type	Status	Review Stage	Inventors	All Signatures Received	Entered By	Created Date	Manage	

Add a New Disclosure

Click the button on the lefthand side of the dashboard titled “Add New Disclosure”. A box will pop out in which you can type the title of your invention/work and select whether it is an invention or a copyrightable work (includes software). If it has both invention and software components, select “New Invention Disclosure”. If it is only software or another type of copyrightable work, select “New Copyright Disclosure (including Software)”. If you are unsure, please contact your licensing manager or reach out to licensing@stevens.usc.edu.

The image shows a sidebar on the left with a list of buttons: Dashboard, Disclosures, Add New Disclosure (highlighted with a red box), Disclosure Agreements, Patents, Agreements, Request an Agreement, My Reports, and Edit Profile. A red dashed line connects the 'Add New Disclosure' button to a modal window titled 'New Disclosure'. The modal window contains the following text: '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 text input field with the value '06242025 - Test Copyright Disclosure'. Underneath is a dropdown menu labeled 'Choose the Type of Disclosure:' with two options: 'New Copyright Disclosure (including Software)' (highlighted in blue) and 'New Invention Disclosure'. At the bottom right of the modal are 'Submit' and 'Cancel' buttons.

Note: As the author of the disclosure, you can edit it in the Inventor Portal until it has been submitted. Once submitted, the disclosure can no longer be edited without the assistance of a

Stevens Center representative. Be sure you have thoroughly checked all the information before submitting your disclosure.

Under the Description header there is a list of fields to enter disclosure information. The information fields that have an asterisk (*) after the title are required for submission.

Inventors and Owners

1. Please list all creators and detail their contributions to the work on a percentage basis.

Creators include individuals who are authors of the work under copyright law (e.g., those who wrote software code or created original content). If you wish, you may also designate members of the USC Community as creators if they contributed conceptually or materially to the development of the work. **However, do not include external (non-USC) individuals unless they meet the [legal definition of an author](#).**

Note that in this section, the term “inventor” is used in the database. We will thus refer to Creators as inventor/creator for the purposes of this disclosure guide.

The author of this form (you) will automatically be added as an inventor/creator with 100% contribution. To add additional inventor/creators, click the red “Add Inventor” button and fill out the requested information.

Tip: *Before* beginning to add additional inventor/creators, decide the percentage contribution that each inventor/creator will have and adjust your percentage in the % contribution box **before** adding the other inventors.

Type in the name of an inventor/creator and search to see if they are already in the database. If that inventor/creator already has an account, their name will come up in the search results.

Add Inventor

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

Search Results:

Tommy Trojan
ttrajan@usc.edu

Choose

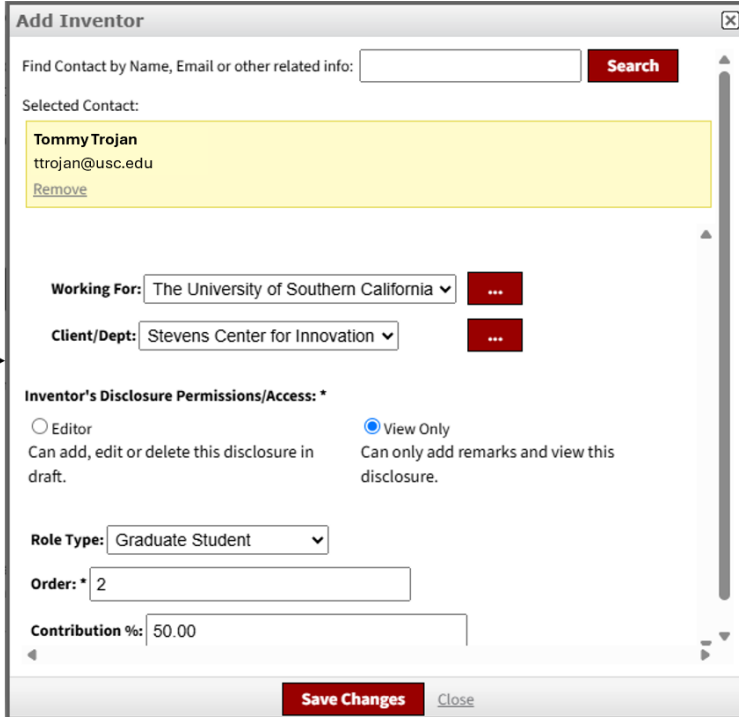
[Add a new Contact](#) if you cannot find the Contact you are looking for.

Selected Contact:
No contact selected

Save Changes [Close](#)

Fill out the relevant inventor information, including Role Type and Contribution %:

Choose →

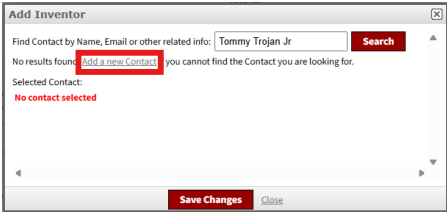


The "Add Inventor" dialog box contains the following fields and options:

- Find Contact by Name, Email or other related info:** Search bar with a red "Search" button.
- Selected Contact:** A yellow box displaying "Tommy Trojan" and "ttrojan@usc.edu" with a "Remove" link below.
- Working For:** A dropdown menu showing "The University of Southern California" with a red "..." button.
- Client/Dept:** A dropdown menu showing "Stevens Center for Innovation" with a red "..." button.
- Inventor's Disclosure Permissions/Access: ***
 - ☐ Editor: Can add, edit or delete this disclosure in draft.
 - ☒ View Only: Can only add remarks and view this disclosure.
- Role Type:** A dropdown menu showing "Graduate Student".
- Order: *** A text input field containing "2".
- Contribution %:** A text input field containing "50.00".
- Buttons:** "Save Changes" (red) and "Close" (blue) at the bottom.

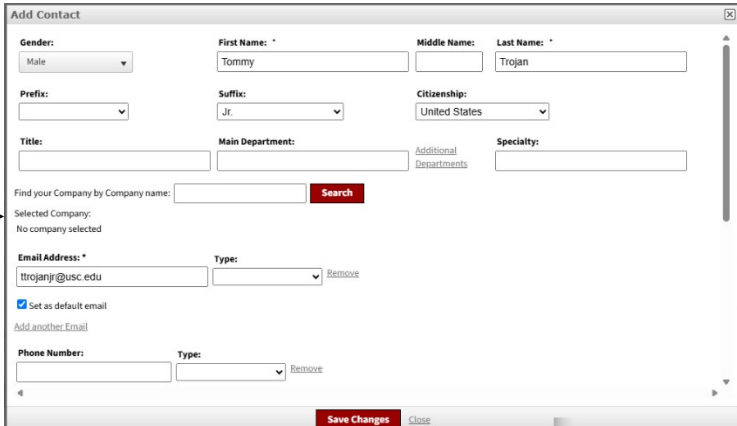
Under Role Type, please make sure that any inventors/creators that are not affiliated with USC or using USC resources are listed as "External" and delete any numbers in "Contribution %" (including 0.00) in the "Add Inventor" dialog box before hitting "Save Changes" to add the non-USC inventor/creator.

If their name does not come up in the search, click on the link "Add a new Contact" and follow the prompts.



The "Add Inventor" dialog box shows the search results for "Tommy Trojan Jr". It displays "No results found" and a red box around the "Add a new Contact" link. Below the link, it says "you cannot find the Contact you are looking for." and "No contact selected".

→



The "Add Contact" dialog box contains the following fields and options:

- Gender:** A dropdown menu showing "Male".
- First Name: *** A text input field containing "Tommy".
- Middle Name:** A text input field.
- Last Name: *** A text input field containing "Trojan".
- Prefix:** A dropdown menu.
- Suffix:** A dropdown menu showing "Jr.".
- Citizenship:** A dropdown menu showing "United States".
- Title:** A text input field.
- Main Department:** A text input field.
- Additional Departments:** A text input field.
- Specialty:** A text input field.
- Find your Company by Company name:** Search bar with a red "Search" button.
- Selected Company:** A text input field showing "No company selected".
- Email Address: *** A text input field containing "ttrojan@usc.edu".
- Type:** A dropdown menu.
- Buttons:** "Set as default email" (checkbox), "Add another Email" (link), "Remove" (link), "Save Changes" (red), and "Close" (blue) at the bottom.

Note: The school and department selected when adding each inventor/creator will be the school and department that receive a share of royalty revenue, if any, from the commercialization of the disclosed invention.

For external inventors/creators (*i.e.*, non-USC creators), their contributions should be set to 0% in the inventors/creators table to avoid confusion when it comes to calculating potential royalty distributions to USC inventors/creators.

2. Were all creators USC employees or affiliated with USC at the time of creation? *

Please consider each inventor/creator's affiliations/employment when answering this question for the time during which the work was created. Answer "no" if any one creator has an affiliation or employment other than with USC and explain in detail in the text box. Any contact information you can provide for the non-USC organization will facilitate the evaluation of your work. For non-USC affiliated creators, please ensure that the Role Type is set to "External" when adding such creators in Step 1.

3. External Research Contributions – Was any portion of the research conducted outside USC (e.g., at another institution or company)? *

If any portion of the research was conducted at another organization, describe which portion and the nature of the contribution. Please provide as much detail as possible as well as contact information for any individuals at other organizations.

4. Please identify the Principal Investigator(s) of the lab/group in which the work was created. *

List the Principal Investigator for the work and, if it was a collaboration between different groups, please list all that apply. If the work was developed outside of a research group, please identify the team and supervisor.

5. Ownership and Cooperation

While this section does not contain any questions to answer, please take the time to review the USC [IP Policy](#). Please be prepared to cooperate with the execution of the appropriate forms and provide as much detail as possible on the creative work to facilitate review.

6. Allocation of Revenue *

Select how you and your USC inventors/creators would prefer to distribute net revenue allocated for distribution to inventor/creators generated through the licensing of the copyrightable work, if any, described in the disclosure form. You may choose to distribute this net revenue equally among all USC inventor/creators, or in accordance with the contribution percentages outlined at Step 1.

Description of Copyright/Work

7. Summary of the copyrightable work *

Provide a summary of the work, including its use and purpose. This should be similar to a manuscript abstract (1-2 paragraphs).

Please prepare to upload supporting documents such as a draft manuscript, PowerPoint slides, figures, or other written materials in the “Documents” section towards the end of the disclosure form.

8. Which of the following best describes the copyrightable work *

Select the type of work that fits copyright: “Other Copyright” (8.1 Other Copyright - includes literary works, translations, musical works, audiovisual works, architectural works, and other artistic works) or “Software” (8.1 Software, see below on page 12).

If “Other Copyright” selected:

8.1 In what medium has the copyright been expressed?

Please provide as much detail as possible as to the work being disclosed, why it is disclosed, and if you are interested in commercialization of the work.

If “Software” selected:

8.1 Where is the code repository located? *

Please note if the repository is private or public. If public, provide a link to where it is located online. If not in an online repository, please describe where the work is located. A centralized location of the work ensures ease of transfer of copyrighted work to potential licensees.

8.2 What type of licensing would you like to discuss with the Stevens Center? *

Select the type of licensing opportunity in which you are interested (Commercial, Open Source, Academic/Non-Profit Use). A commercial license grants limited rights to use, distribute, or modify

the software, often with specific terms and conditions. Open-source licenses offer a range of freedoms, such as using, modifying, and distributing the software, often with specific requirements, like attribution or releasing modified versions. An academic/non-profit use license grants limited rights to use, distribute, or modify the software, often with specific terms and conditions for non-profit generating purposes, however, commercial use is prohibited. The guide linked in the question can help distinguish between the available licenses, but please reach out to a licensing manager if you need assistance.

If “Open Source” selected:

8.2.1 Which open source license do you plan to use? *

The BSD 3-Clause License is preferred. Please see the Distribution of USC Software guidance section on our website for more information.

Some open source licenses grant patent rights. USC creators should only open source code, not patents. If you are required (e.g., by your funding source) to open source using a patent-granting license such as GNU GPLv3, GNU LGPLv3, Apache License 2.0, or Mozilla Public License 2.0, please consult with Stevens Center licensing manager prior to release. If you choose a non-preferred license, please provide additional information.

If “Academic/Non-Profit Use” selected:

8.2.1 Which academic/non-profit use license do you plan to use? *

We recommend USC's research-use license ("USC-RL v3.0"), which can be found in the [Distribution of USC Software](#) guidance section on our website.

If you choose a non-recommended license, please provide additional information.

8.3-8.12 Commercialization Questions

The following questions facilitate the evaluation of the best path for commercialization. This evaluation involves effort from USC Stevens and creators to identify product, market, engage with commercial partners, and transfer relevant software/works to licensees.

8.3 Unmet Needs/Problem *

Please explain the specific problem or limitation in current technologies, products, or methods that your software addresses. Highlight why this problem is significant and who is affected by it, providing context that shows the value and potential impact of solving it.

8.4 Unique/Novel Features *

When describing the novelty of your software, focus on what makes it different from and better than existing technologies or methods. Clearly explain the unique features that set your software apart from the current state of the art and why they matter. When possible, list any publications/references for related technologies that you are aware of and specify how your software is different.

8.5 Advantages *

What are the specific advantages of this software over current technologies? Please describe and quantify improvements (e.g., speed, cost, accuracy, efficacy) where possible and reference any supporting data or studies. Upload supporting data to the “Documents” section towards the end of the disclosure form.

8.6 Origin and Development Timeline *

Please briefly describe what inspired the software and how the idea was conceived (e.g. feedback from industry and/or potential customers, calls to action, RFPs, etc.). Where possible, please also provide key dates related to the development of this software (e.g., initial conception, project start date, project end date).

8.7 Current Development Stage *

Indicate how far along the software is in its development. Select the option (concept, prototype, beta, released) that best fits your software. Include any relevant milestones or testing outcomes.

8.8 Ongoing Development – do you intend to continue development? Are resources available? *

Briefly describe any plans for continued development and indicate whether there are resources/funding available to support these plans.

8.9 Documentation *

Is there a user manual or other technical documentation available? If available, please collate relevant documents and upload them in the “Documents” section at the end of the disclosure form.

8.10 Integration *

Is the software designed to interact with other software or hardware (e.g., instruments, sensors)? If so, please explain.

8.11 Programming Language(s) *

List the programming language(s) used.

8.12 System Requirements *

If available, list requirements such as computer architecture, operating system, and memory.

8.13 Does the software include or depend on any third-party components? *

Indicate whether any third-party components have been used in your software. Third-party components are not USC-owned and need proper documentation for software attribution, use, and distribution.

List all components and packages not developed by the creators that the software includes or depends on. The third-party component review can be provided in a separate document uploaded to the “Documents” section towards the end of the form. For a third-party components spreadsheet template which can be used for this purpose, please [click here ↓](#).

8.14 Are you interested in patent protection of an invention related to this software? *

Indicate if this software was developed in part with or embodies an invention, and if there is interest in pursuing patent protection. If you select yes, a licensing manager will reach out to you determine if your invention contains patent eligible subject matter.

8.15 Was any third-party data used to develop or validate the software? *

Indicate if the software uses any third-party data. Third-party data is not USC-owned and needs proper documentation for attribution, use, and distribution. List all sources of third-party data not generated by the creators that the software includes or depends on.

Please describe the third-party data used and how they were used. Indicate if authors have consent to use, manipulate, and distribute third-party data.

8.16 Has any human data been used in the development of this software? *

Indicate if the software uses any human data. Please provide the requested information and documentation associated with IRB approval in the “Documents” section towards the end of the disclosure form.

8.17 Were any external computing resources (e.g. IBM Quantum Computer) used in the development of the software? *

Indicate whether any 3rd party computing resources were used in the development of this software. This could include computing clusters at other universities, online high-performance computing services, such as AWS, or quantum computing services (IBM, D-Wave, etc.). If 'yes', please list the resources and how they were used.

8.18 Were generative AI tools (e.g. ChatGPT, Gemini, Perplexity, etc.) used in the development of this software? *

Indicate whether any external AI/ML/LLM resources were used in the development of this software. If 'yes', please list the tools and how they were used. Please provide as much detail as possible.

Public Disclosures and Background Information

9. Has this work been disclosed or displayed publicly? *

Indicate whether the work has been publicly disclosed or displayed (including posting on GitHub or other code hosting platforms). If 'yes', list the date of the disclosure/display and any relevant links. If you are having your software evaluated for patentability, then this information will be critical for the assessment.

10. Are there any future public disclosures or displays of the copyrightable work planned? *

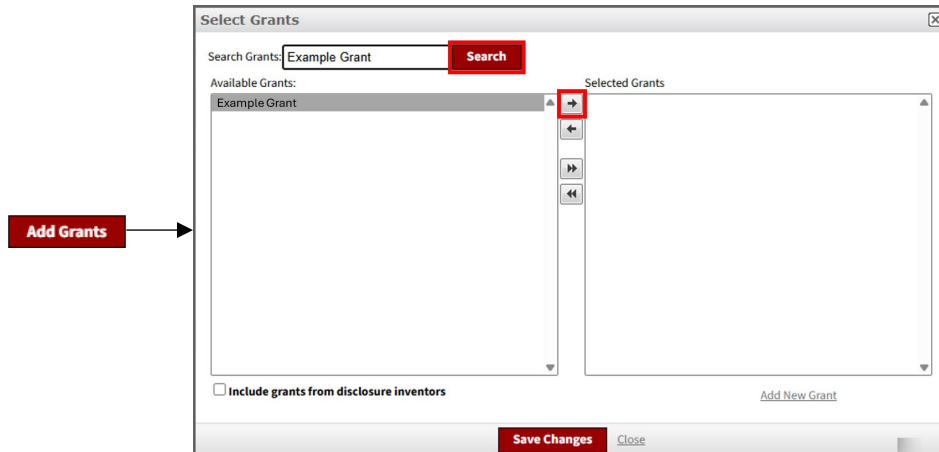
Indicate whether there are any planned public disclosures/displays that our office should be aware of so that we can make a timely decision on IP protection strategy. If 'yes', please list the date and format of the planned disclosure/display.

Funding and Resources

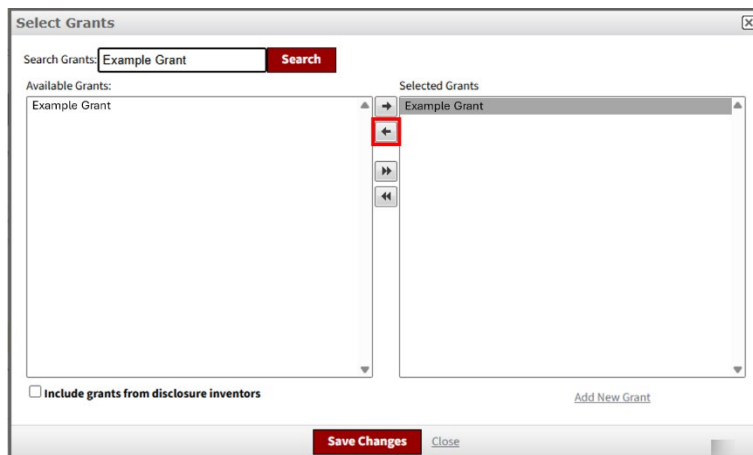
11. Funding and Resources – List all sources of funding (grants, internal USC funds, industry support).

Please list all sources of funding that were used in the development of this work. We will evaluate the IP terms of such funding sources to determine USC's obligations for this work.

Sources of funding can be added by clicking the 'Add Grants' button and searching for your grant number.



To select a grant, highlight it and click the 'Move Right' arrow. It will then appear in the 'Selected Grants' column.



To remove a grant, highlight it and click the 'Move Left' arrow. To select all grants returned by your search, click the 'Move All Right' arrow. To remove all grants from the 'Selected Grants' column, click the 'Move All Left' arrow.

If your grant does not appear in the search, you can add the information by clicking 'Add New Grant' link located below the box on the right and filling in the relevant information.

[Add New Grant](#) →

Add Grant

Internal ID:

Title:

Grant Number:

Granted Date:

Find Sponsor by name: **Search**

Selected Sponsor:
No company selected

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

Selected Investigator:
No contact selected

Save Changes [Close](#)

Once all relevant grants have been added to the ‘Selected Grants’ column, click ‘Save Changes.’

12. Were there any university resources used in the development of this copyrightable work? *

Indicate whether university resources were used to develop this work. University resources include but are not limited to research funding acquired through USC, USC research supplies and equipment, and USC facilities. If ‘yes’, list what types of resources were used. If ‘no’, describe how the work was created without making use of USC resources and what the connection is between the work and USC.

13. Are you aware of any legal or contractual obligations related to this copyrightable work that are not listed above? *

Are there any other legal or contractual obligations related to this work that are not covered by the questions above? This could include factors such as CDAs, employment/affiliations with organizations outside USC, restrictions on commercial use of the work, restrictions on publishing/making information related to the work publicly available, etc. If ‘yes’, please upload the agreements towards the end of this form.

Marketing Targets

14. If interested in commercialization, please complete the questions below:

14.1 Product/Services Description and Relevant Markets/Industries

Describe the commercial product or service envisioned for this work. What is the market for this product/service, or in what industry would this work be used?

14.2 Company Interest – Have you been approached by any companies for licensing or commercialization?

Indicate whether any companies have contacted you about licensing or commercialization of your work. If “yes”, please list the company and the nature of your discussion with that company.

14.3 Market Potential – what companies would be interested in licensing or commercializing this copyrightable work?

If there are any companies that you think might be interested in licensing and commercializing this work, please list each one by clicking “Add Marketing Target?” and searching for the relevant company. If the company does not appear in the search results, click “Add a new Company” to add the company’s information manually. Additionally, if there is a specific person at the company who we should contact regarding licensing, you can add that person by searching for their name or email. If their name doesn’t appear in the search results, click “Add a new Contact” to add their information.

Q: What are “Marketing Targets”?

Marketing targets are companies/contacts who you think or know may be interested in commercializing your work. Please share them along with any keywords to help our licensing managers find additional companies that may have an interest. The licensing managers will use these as a starting point in the marketing process.

Non-Confidential Description

In this section, please provide a clear, concise summary of your work that can be shared externally without revealing confidential or proprietary information. This summary may be used for marketing or to communicate the work to potential partners.

15. If interested in commercialization, please complete the questions below:

15.1 Public Summary

Provide a brief, non-confidential summary that can be shared publicly to describe the work's purpose and potential impact. Avoid using technical jargon where possible. Focus on what the work does, what problem it solves, and how it could benefit the public, industry, or patients.

15.2 Features and Benefits

Highlight what makes your work unique and valuable. What are the key features, and how do they improve upon current technologies, methods, or products? Emphasize the potential advantages to users, companies, or licensees. Quantifying these advantages—such as improved speed, reduced cost, or increased accuracy—can be especially helpful.

Remarks

This section is for the creators to make a remark for the licensing manager at USC Stevens Center on a copyright disclosure. **All creators will receive a notification email when a remark has been entered in the system.**

Documents

Please upload manuscripts, slides or presentations, descriptions of the research, data or any other relevant information that describes your work in sufficient detail such that it can be reviewed and evaluated for licensing options and commercial potential. We may ask for more information in follow-up discussions.

What type of documents/files can be uploaded?

Word, Excel, PowerPoint, PDF, JPEG and PNG files are all acceptable document formats. You may upload up to a total size of 100MB. If your documents are over the maximum capacity, please reach out to your licensing manager or to licensing@stevens.usc.edu for assistance. Please reference the Disclosure ID, found at the top of your form in the subject line.

Subscribers

Subscribers are contacts who may receive emails regarding the disclosure's status. In some cases, they may be users who can view your disclosure, but who cannot edit. For example: office administrators, lab managers, or assistants.


Note: Creators listed in the Inventors section above may have access to make edits to the disclosure in Inventor Portal, depending on permissions/access granted by the initial disclosure submitter.


Interests

Interests are key words or tags that will be used for internal categorization of your work. They may also be used to help connect you with the appropriate licensing manager.

Submission

When you hit “Submit for Review,” you will be warned that you will not be able to make any further changes to your disclosure form (unless our Database Analyst walks the record back to the disclosure form stage).

Submit Disclosure 

 Once submitted, this disclosure will no longer be editable (except remarks) and an administrator will be notified to review the disclosure. Are you sure you want to submit this disclosure?

Yes **No**

Once you hit ‘Yes’ and your disclosure form is submitted to our office, it will be preliminarily reviewed by our Database Analyst and a member of the licensing team to determine if any additional information or clarification is required before the disclosure form is finalized and a technology record created.

Once our Database Analyst and a member of the licensing team has preliminarily reviewed the disclosure form and confirmed completeness, USC Inventors and Creators will be invited to DocuSign an agreement which memorializes the copyright, royalty distribution arrangements, and assignments, along with expected cooperation efforts, as required by USC’s [Intellectual Property Policy](#).

After all signatures have been successfully collected, Copyright record setup will be considered “completed.”

What happens Next?

Once the Copyright record is completed, a member of the licensing team will be assigned to the record and will arrange a time to meet with you and the other Creators to discuss the copyrightable work in more detail to determine appropriate next steps for IP protection and commercialization efforts.