



USC Stevens Center Invention Disclosure 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 inventor the ability to do the following activities:

- Complete and submit invention disclosures online;
- Check the status of your submitted invention disclosures; and
- Check the status of all patent applications on which you are listed as an inventor.

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 invention?

You should disclose your invention to our office if you believe you have developed something new and useful that can potentially have commercial applications. The information in this disclosure form provided herein enables the university to evaluate the invention for patentability, market readiness, and commercial potential. That evaluation forms the basis for how our office will manage and support your invention. Submitting a disclosure also ensures the university can meet its obligations under federal law, as well as under industry and other sponsored research agreements.

When should I disclose?

We encourage inventors to disclose inventions to us at least three (3) months prior to a planned publication/public disclosure so that we can vet the invention and, if we decide to file a patent application, provide the attorney with a reasonable amount of time to draft a patent application and converse with the inventors.

If we decide to file a provisional patent application, we will typically align the provisional filing to just prior to an upcoming publication or public disclosure date. Filing a patent application just before a publication or public disclosure leaves open the possibility of pursuing patent protection in foreign jurisdictions, which could be appealing to potential licensees. A public disclosure is any disclosure to anyone outside USC who does not have a duty of confidentiality (including journal articles, publicly available abstracts, published theses, posters, displays, presentations, conversations, e-mails, social media posts, published grant proposals, public sales, or public demonstrations of the invention).

Therefore, it is important to disclose inventions to Stevens well before any public disclosure of your work (ideally several months ahead) to allow time for proper evaluation and preserve and protect intellectual property rights. Timely disclosure also helps USC meet its obligations under federal grants and sponsored research agreements.

The table below provides more detailed guidance on timing an invention disclosure with publication.

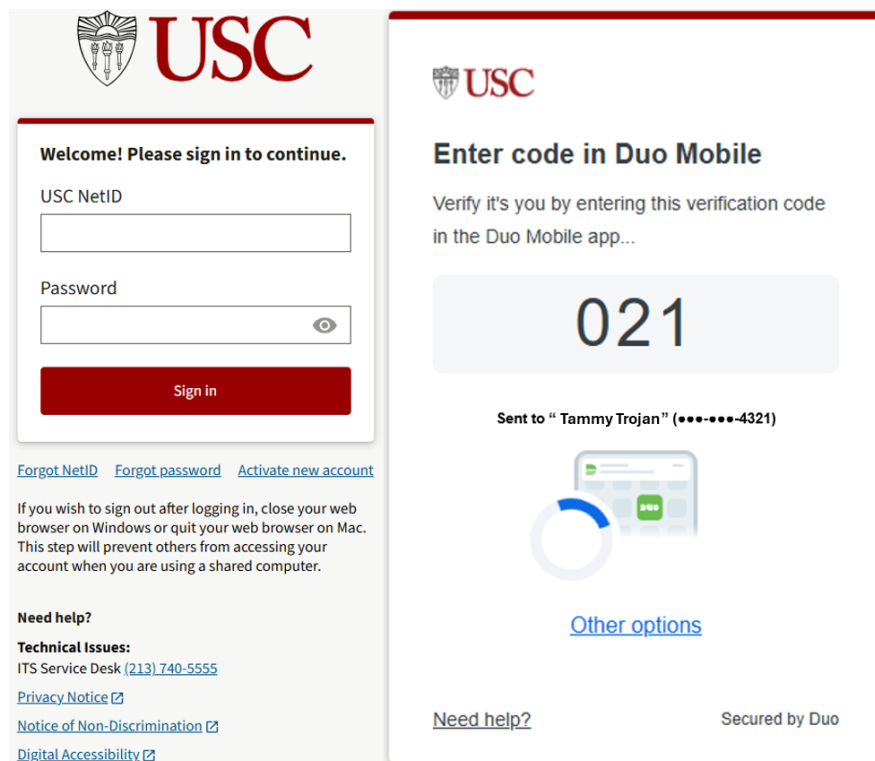
Public Disclosure Status	Development Stage	Timing for disclosure to USC Stevens	Implication
Prior to Public Disclosure	Idea (what to do)	Premature	Provides opportunity to discuss potential research, patenting, development strategies with USC Stevens
Prior to Public Disclosure	Conception (how to do it)	Good	Allows ample time to develop marketing and IP strategy
Prior to Public Disclosure	Reduction to practice (can teach others; demonstrated)	Good	Allows ample time to develop marketing and IP strategy
Preparing for public disclosure (Paper, grant application, meeting)	Initial Proof of concept data achieved, manuscript in preparation	Good	Allows ample time to develop marketing and IP strategy
Immediately Prior to Public Disclosure	Manuscript Accepted or public presentation imminent	Poor	Insufficient time to assess invention and prepare optimal patent application; risks less than ideal IP
Published	Within a year of public disclosure	Very Poor	Loss of international rights, lowers licensing potential if international rights are needed
Published	> 1 year after public disclosure	Counterproductive	Loss of all potential patent rights


In addition to inventions, the Inventor Portal allows you to disclose copyrightable works, such as software code, clinical questionnaires, and multimedia content. For more information about disclosing copyrightable works, please see the Copyright Disclosure Guide.

Logging on to the Inventor Portal

To log into Inteum's (Minuet) 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.





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](#) 




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

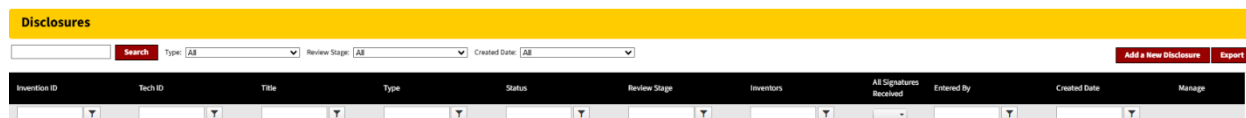
Overview

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</p>

	should be requested here. Other CDAs may need to be redirected to another office at USC.
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

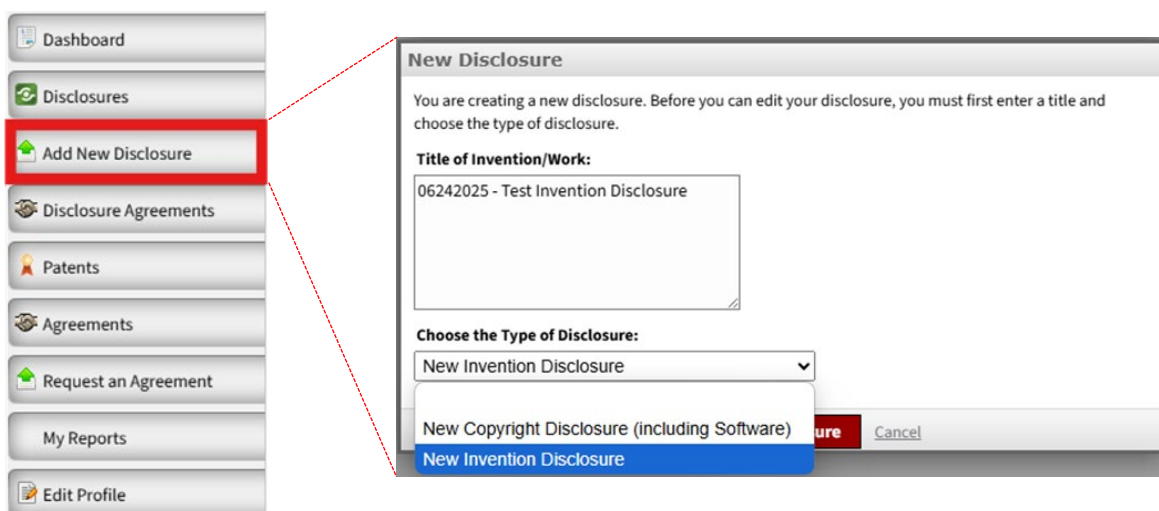
There are search, filter, and sort functionalities in the Inteum Inventor Portal. You can filter by disclosure type (e.g., Invention or Copyright), the review stage the disclosure is in, and the create date. You can also sort and filter the entire table, drag columns, and export the table to a spreadsheet.



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 copyright work (including software). If it includes both invention and software, select “New Invention Disclosure.” If it is only software or another type of copyrightable work, select “New Copyright Disclosure.” If you are unsure, please contact your licensing manager or reach out to licensing@stevens.usc.edu.



Dashboard

- Dashboard
- Disclosures
- Add New Disclosure**
- Disclosure Agreements
- Patents
- Agreements
- Request an Agreement
- My Reports
- Edit Profile

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

Submit Cancel

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 inventors and detail their contributions to the invention on a percentage basis.

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

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

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

The screenshot shows a web-based 'Add Inventor' dialog box. On the left, a red button labeled 'Add Inventor' has an arrow pointing to the dialog. The dialog itself has a title bar 'Add Inventor' with a close button. Inside, there is a search section with the text 'Find Contact by Name, Email or other related info:' followed by a text input field containing 'Tommy Trojan' and a red 'Search' button. Below this is a 'Search Results:' section containing a list item for 'Tommy Trojan' with the email 'ttrojan@usc.edu' and a red 'Choose' button. Underneath the results is a link that says 'Add a new Contact if you cannot find the Contact you are looking for.' Below that, it says 'Selected Contact:' followed by 'No contact selected' in red text. At the bottom of the dialog are two buttons: a red 'Save Changes' button and a 'Close' link.

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

Add Inventor

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

Selected Contact:

Tommy Trojan
ttrojan@usc.edu
[Remove](#)

Working For: The University of Southern California **...**

Client/Dept: Stevens Center for Innovation **...**

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: Graduate Student **▼**

Order: * 2

Contribution %: 50.00

Save Changes [Close](#)

Under Role Type, please make sure that any inventors 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.

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

Add Inventor

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

No results found. [Add a new Contact](#) you cannot find the Contact you are looking for.

Selected Contact:

No contact selected

Save Changes [Close](#)

Add Contact

Gender: Male **▼**

First Name: * Tommy **Middle Name:** **Last Name: *** Trojan

Prefix: **Suffix:** Jr. **Citizenship:** United States **▼**

Title: **Main Department:** **Additional Departments:** **Specialty:**

Find your Company by Company name: **Search**

Selected Company: No company selected

Email Address: * ttrojanjr@usc.edu **Type:** **Remove**

☒ Set as default email
[Add another Email](#)

Phone Number: **Type:** **Remove**

Save Changes [Close](#)

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

disclosed invention. The order of the inventors listed on the form or in a patent document is not an order of priority as it commonly is for publications.

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

2. Were all inventors USC employees or affiliated with USC at the time of invention? *

Please consider each inventor's affiliations/employment for the time during which the invention occurred when answering this question. Answer "no" if any one inventor 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 invention. For non-USC affiliated inventors, please ensure that the Role Type is set to "External" when adding such inventors 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 if it was an inventive 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 in which the research was conducted.

*

List the Principal Investigator for the work and if it was a collaboration between different groups, please list all that apply. If there is a primary invention investigator or team lead, it is helpful for the team to know that information as well.

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 invention 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 Inventors/Creators generated through the licensing of the Invention, if any,

described in the disclosure form. You may choose to distribute this net revenue equally among all USC Inventor or Creators, or in accordance with the contribution percentages outlined at Step 1.

Description of Invention/Work

7. Summary of the Invention/Work *

Provide a summary of the invention/work, including its use and purpose. This should be similar to a manuscript abstract (1-2 paragraphs). Please note, to comply with the Bayh-Dole regulations for government sponsored inventions, the federal government requires that we provide sufficient technical detail to convey a clear understanding of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention.

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. Unmet Need/Problem *

Please explain the specific problem or limitation in current technologies, products, or methods that your invention 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.

9. Unique/Novel Features *

When describing the novelty of your invention, focus on what makes it different from and better than existing technologies or methods. Patent law requires that all inventions are “new and nonobvious”. Clearly explain the unique features that set your invention 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 invention is different.

10. Advantages *

What are the specific advantages of this invention 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.

11. Origin and Development Timeline *

Please briefly describe what inspired the invention and how the idea was conceived (e.g. feedback from industry and/or potential customers, calls to action, RFPs, etc.). Please also provide key dates related to the invention's development (e.g. initial conception, first written record, prototype, experimental validation).

12. Does this invention have a software component developed by the inventors? *

Indicate whether the inventors (or collaborators working with the inventors) have developed any software code that is intended to accompany this invention. If 'yes', please describe the code, as well as whether it has been publicly released in a publication or online repository, so that your licensing manager can discuss the relevant options for IP protection with you.

13. Were any third-party materials (biologics or non-biological) or data used in the development of this invention? *

Indicate whether any 3rd party materials or data were used in the development of this invention. This could include cell lines, antibodies, data from online databases, or other materials/data obtained from some source other than your laboratory. If 'yes', please upload the agreement document(s) to the "Documents" section towards the end of the disclosure form.

14. Have any human materials or data been used in the development of this invention? *

Indicate whether any human materials or data were used in the development of this invention. This could include tissue specimens, digital health data, and clinical information used in experiments or model training/validation. If 'yes', please upload the related forms, including the patient consent forms, to the "Documents" section towards the end of the disclosure form.

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

Indicate whether any 3rd party computing resources were used in the development of this invention. 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.

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

Indicate whether any AI tools were used in the development of this invention. If 'yes', please list the tools and how they were used. Please provide as much detail as possible, as the relative contributions of inventors and AI to an invention can have implications for patentability.

17. 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.

Public Disclosures and Background Information

18. Has this invention been disclosed publicly? *

Indicate whether the invention has been publicly disclosed. A public disclosure is any disclosure to anyone outside USC who does not have a duty of confidentiality (including journal articles, publicly available abstracts, published theses, posters, displays, presentations, conversations, e-mails, social media posts, published grant proposals, public sales, or public demonstrations of the invention). If 'yes', list the date of the disclosure and any relevant links. Please ensure that the dates and information listed here are accurate, as the timing of a public disclosure can impact the patentability of an invention. If you are unsure whether something qualifies as a public disclosure, please list it, and your licensing manager will discuss the disclosure with you.

19. Are there any future public disclosures planned? *

Indicate whether there are any planned public disclosures 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. *If the planned disclosure is less than 1 month away, it may be challenging to file a patent application in advance of the disclosure.* However, the invention will still be evaluated for patentability, and your licensing manager will discuss options for IP protection with you.

20. Have you done any research to determine whether or not there are patents, publications, or technologies similar to this invention? *

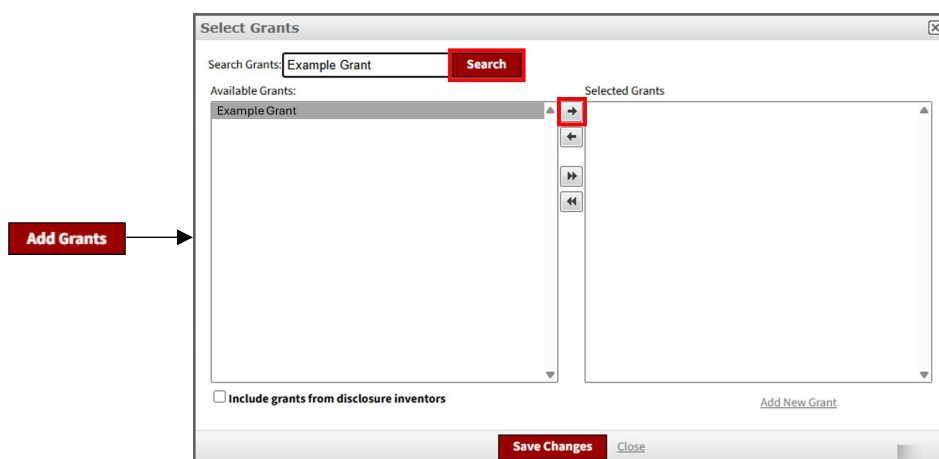
Indicate whether you have searched for patents, publications, or commercially available technologies similar to your invention. If you have identified similar publications or technologies, please provide the relevant links, and if possible, describe any differences between your invention and what is already known/available.

Funding and Resources

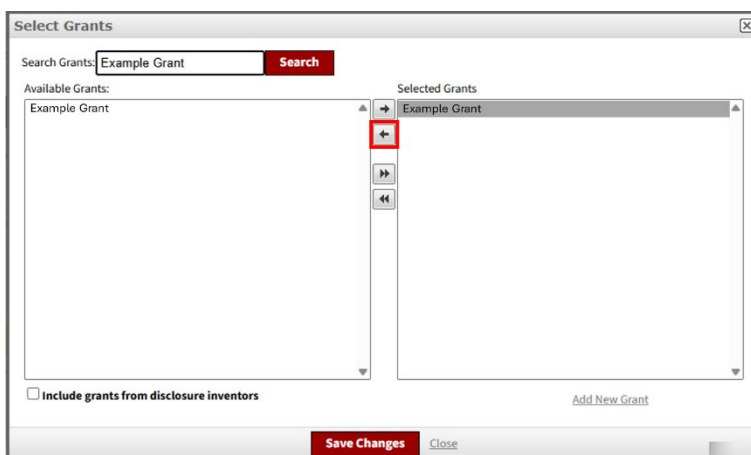
21. Funding and Resources – List all sources of funding (grants, internal USC funds, industry support).

Please list all sources of funding that were used in the development of this invention. Please only include sources that funded the conception and reduction to practice of the invention. We will evaluate the IP terms of such funding sources to determine USC's obligations for this invention.

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

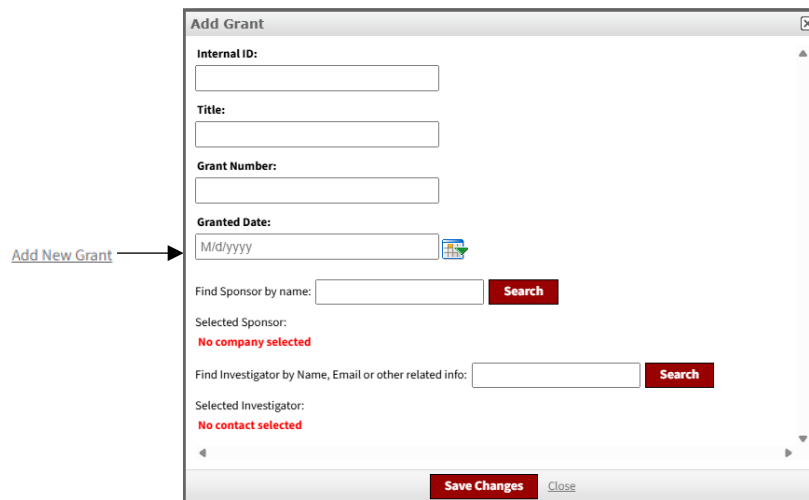


To select a grant, highlight it and click the 'Move Right' arrow. It will then appear in the 'Selected Grants' column.



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.



The image shows a screenshot of a web application window titled "Add Grant". The window contains several input fields: "Internal ID:", "Title:", "Grant Number:", and "Granted Date:" (with a date picker icon). Below these are two search sections: "Find Sponsor by name:" with a "Search" button, and "Find Investigator by Name, Email or other related info:" with a "Search" button. The "Selected Sponsor:" field shows "No company selected" in red text, and the "Selected Investigator:" field shows "No contact selected" in red text. At the bottom of the window are "Save Changes" and "Close" buttons. An arrow points from the text "Add New Grant" to the "Add Grant" window.

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

22. Were there any university resources used in the development of this invention? *

Indicate whether university resources were used to develop this invention. 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 invention was developed without making use of USC resources and what the connection is between the invention and USC.

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

Are there any other legal or contractual obligations related to this invention 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 invention, restrictions on publishing/making information related to the invention publicly available, etc. If 'yes', please upload the agreements towards the end of this form.

Marketing Targets

24. Product/Service Description and Relevant Markets/Industries *

Describe the commercial product or service that could be developed based on your invention. What is the market for this product/service, or in what industry would this invention be used?

25. 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 invention. If ‘yes’, please list the company and the nature of your discussion with that company.

26. Market Potential – what companies would be interested in this technology?

If there are any companies that you think might be interested in licensing and commercializing this invention, 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 does not 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 invention. Please share them along with any keywords to help our licensing managers find additional companies that may have an interest in your technology. The Stevens Center team will use these as a starting point in the marketing process.

27. Do you or any of the identified USC inventors have any ambitions of starting a company to commercialize this invention? *

Indicate whether any of the inventors are interested in creating a startup to develop or commercialize the invention. If ‘yes’, list which inventors are interested in being involved with the company and whether they have taken any steps towards creating the company.

Non-Proprietary Description

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

28. Public Summary

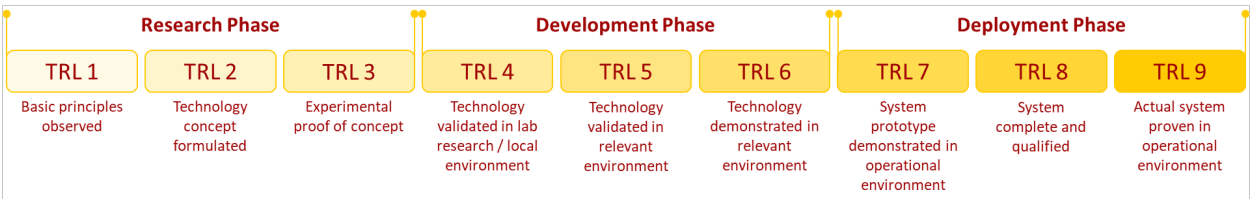
Describe the core concept of the invention in plain language that a non-expert could understand. Avoid using technical jargon where possible.

29. Features and Benefits

Highlight what makes your invention 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.

30. Development Stage *

Indicate how far along the invention is in its development. Is it still theoretical? Has it been demonstrated in the lab? Has it been tested in real-world conditions? Include any relevant milestones such as proof-of-concept, prototype development, or testing outcomes (e.g., in vitro, in vivo, or clinical/field testing). If known, you may also indicate the Technology Readiness Level (TRL) of your invention, using a scale from TRL 1 (basic research) to TRL 9 (proven system in operational environment). This can help us better assess commercialization potential and next steps.



Remarks

This section is for the inventors to make a remark for the licensing manager at USC Stevens Center on an invention disclosure. **All inventors and subscribers 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 invention in sufficient detail such that it can be reviewed and evaluated for both patentability and commercial potential. We may ask for more information in follow-up discussions.

What type of documents/files can be uploaded?

MS 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.

Inventors and Creators are those who have made an intellectual contribution to the invention or copyrightable work being disclosed in the disclosure form. Inventors and Creators 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 invention. 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 invention, 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, the Invention or Copyright record setup will be considered “completed.”

What happens Next?

Once the Invention or 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 inventors or creators to discuss the invention or copyrightable work in more detail to determine appropriate next steps for IP protection and commercialization efforts.