

If you have any questions about how to complete an invention disclosure, please contact your designated Licensing Associate or send an email to licensing@stevens.usc.edu.

Required Information (additional details are provided in each section below):

- Title and short description
- The date of first public disclosure or anticipated public disclosure date
- A detailed description of your invention. This can be a manuscript draft, a slide deck, or other written materials. To meet federal funding (if applicable) and facilitate USC Stevens review, the description must be "sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention."
- A list of inventors, their email addresses, and inventor contribution percentages (if unequal)
- A list of funding sources used, the respective grant numbers, and contact information
- If applicable, a list of agreements related to this invention such as a Data Transfer Agreements, Material Transfer Agreements, Collaboration Agreements, Consulting Agreements, Clinical Trials Agreement, and other agreements
- For software, in addition to the above, a list of any third-party code, databases, and libraries used or incorporated into your work

Getting to the disclosure form:

1. Navigate to Sophia, a secure online portal (<https://usc.wellspringsoftware.net/kms/saml/login/>). You will need your USC NetID and password. Anyone with a Shibboleth logon can create and submit an invention disclosure, including support personnel who are not named inventors in the disclosure.
 - a. If you receive an error after logging in, please contact the USC Stevens [Office Technology Specialist](#).
2. Under "Tasks" on the right side of the page, click "New disclosure." This will open the first page of the disclosure form.

Completing the disclosure form:

**** As you work through the pages of the disclosure, please be sure to double check the information on each page before clicking "Next Step." Using the back button in your web browser may result in lost information.****

Page 1: Details

This page collects general details about your invention.

New Disclosure: Details

Disclosure Status

In Progress

* indicates a required field

Title*

Disclosure Types*

Description

First Public Disclosure

Circumstances of Disclosure

Suggested Keywords

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File

Choose File No file chosen

Attach File

Next Step

Title: Provide a title for your invention. This title should be similar to a title that you would use for a publication.

Disclosure Types: In the drop-down menu, select whether you are disclosing an invention (non-software) or disclosing software. An invention disclosure is for patentable works or novel materials. A software disclosure is for code, databases, libraries, algorithms, etc. (some of these may also be patentable, but should be disclosed using the software disclosure form). Based on your selection the questions on page four will be specific for that disclosure type.

Description: Provide a summary of your invention, what makes it novel, and what the potential applications may be. This is similar to a journal abstract or publication. Additionally, please provide additional documentation which may be attached at the bottom of the page. We recommend attaching related manuscript drafts, PowerPoint slide or other written materials. Once files have been attached, they will appear under “Attached Documents”. If you received federal funding for this invention, per federal funding requirements, this section must be "sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention”.

First Public Disclosure: If your invention has been publicly disclosed -- whether online, in person, or in print -- enter the date of the first public disclosure. If the invention has not yet been publicly disclosed, enter the anticipated public disclosure date (if known). In general, papers, abstracts, and presentations that are submitted and under confidential review are not public disclosures. However, you should ask for clarification on confidentiality from the journal to which you are submitting your publication.

This date is important as a U.S. patent application should be filed prior to the invention being disclosed to the public. Otherwise USC loses the ability to file patents in most countries outside of the U.S. Examples of common public disclosures include:

- Journal publications (including arxiv.org and bioarxiv.org)
- Conference presentations (including talks and poster sessions)
- Abstracts
- Graduate theses and defenses
- Campus seminars that are open to the public

Circumstances of Disclosure: Provide details regarding the public disclosure of your invention, such as the conference or meeting where it was or will be presented, or the journal where it was or will be published.

Suggested Keywords: Provide keywords that describe the technical field of your invention and the potential applications. Examples include: autonomous driving, new assays, artificial intelligence, novel materials, software, green energy, cancer.

Guide to Completing an Invention Disclosure Form

Attached Documents: You can attach multiple documents (they must be attached one at a time) using the Choose File button. Each document will show up under “Attached Documents.” Once all documents have been uploaded, please click “Next Step” to continue.

Page 2: Researchers

This page collects information about researchers (inventors) of the invention.

Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*

Add to List

Researcher List

No Disclosure Researchers

Next Step

Under “Researcher information,” provide the contact details for all inventors (include yourself if you are an inventor) and inventors not affiliated with USC. For USC researchers, please provide their *usc.edu* email address. Click “Add to List” to add each inventor to the record.

Researcher Information

* indicates a required field

First Name*

Middle Name

Last Name*

Organization

Please provide a valid e-mail address.

E-Mail Address*

Add to List

Researcher List

Lead	% Contribution	Name	Organization	E-Mail	
<input checked="" type="radio"/>	<input type="text" value="50"/>	Inventor 1	None	inventor1@usc.edu	✕
<input type="radio"/>	<input type="text" value="50"/>	Inventor 2	None	inventor2@usc.edu	✕

Next Step

Once all inventors have been added, designate a lead inventor. A lead inventor is required by the system and is usually the lead Faculty member (this information is used by Stevens to assign

the disclosure to the appropriate Licensing Associate). If all inventors agree that they did not contribute equally to the development of the invention and that any resulting revenues should not be evenly distributed, please indicate the agreed upon “% contribution” for each inventor. The sum of the “% Contribution” must not exceed 100%.

Per USC Policy, USC Stevens assumes that all inventors have an equal contribution unless an unequal split is agreed upon in writing by the inventors. When the inventors agree that there should be an unequal split, the Licensing Associate will work with the inventors to execute a royalty distribution agreement to be signed by all inventors. Although highly unusual, the percentage contribution can be modified at a later date based on written agreement by all the inventors.

Click “Next Step” to continue.

Page 3 Funding

This page collects information regarding the funding used for the development of the invention.

Sponsor Information

* indicates a required field, if no external funding was used, check the box below.

Sponsor Name*

Country*

Contract Number*

Please include any contact information for the sponsor.
e.g. Contact name, phone number, e-mail address.

Contact Information

[Add to List](#)

Sponsor List

Add Sponsors By Entering Data Above

This disclosure used no external funding

[Next Step](#)

Funding information is required to ensure USC meets all its obligations associated with the funds received. For federal funding, USC is required to report the invention to the government through its iEdison system. For industry and foundation funded projects, the industry or foundation sponsor may have rights in the invention and will need to be notified.

If external funding was used, please provide the sponsor name, country, contract number, and any contact information that is available. Click add “Add to List” to add the sponsor. If there are multiple sponsors, add those as well, one at a time, and click “Add to List” before continuing.

If no external funding was used, check the box “This disclosure used no external funding.”

Click “Next Step” to continue.

Guide to Completing an Invention Disclosure Form

Page 4: Survey Questions (Invention)

This page collects additional information about your invention.

Survey Questions

* indicates a required field

1. Other Agreements: Are there any other agreements related to this invention such as a Data Transfer Agreements, Material Transfer Agreements, Collaboration Agreements, Consulting Agreements, Clinical Trials Agreement, or other agreements?*

- Yes
 No

If yes and available, please attach the agreement(s) at the bottom of this page under "Please Attach Any Documents Relevant To This Disclosure."

If the agreement is not available, please provide the name of the agreement and name of the non-USC Party

Name of the Agreement	Institution Name of other Party (not USC)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

2. Inventor Agreement: After pressing the "Next" button below, each USC Inventor will be asked to "Signoff" on the Online Invention Disclosure by checking the "Signoff/By" box next to their name under "Disclosure Researchers" on the next page. Each inventor, by checking the "Signoff/By" box, is making the following representation and agreement: I (We) agree to assign, and do hereby assign, all right, title and interest in this invention to USC and agree to execute all documents as requested, assigning to USC our rights in any patent application filed on this invention, and to cooperate with USC in the evaluation and the protection of this invention. All statements and information I have made herein are true and complete to the best of my knowledge. Please enter today's date below. *

- MON - ▾ - DAY - ▾

3. Allocation of Revenue: Under the USC Intellectual Property Policy https://policy.usc.edu/files/2014/02/intellectual_property.pdf, USC shares a portion of net royalty income from licensing university intellectual property with USC inventors. Please select one of the options below to elect how net royalty income for the invention being disclosed will be allocated among the USC inventors. *

- Standard Allocation- Revenue will be distributed equally to all inventors, pursuant to the applicable USC policies.
 Sole Inventor - I am the sole inventor of this invention.
 Non-Standard Allocation –The USC inventors are requesting a non-standard allocation and understand that no revenue will be distributed until an agreement is reached on the distribution and signed by all inventors and the VP of research as set forth in the USC policy. USC Stevens will contact the inventors to facilitate this agreement.

Attached Documents

No files uploaded

Please Attach Any Documents Relevant To This Disclosure

File No file chosen

Other Agreements:

If available, please attach the agreement as instructed in the section "Please Attach Any Documents Relevant To this Disclosure Below."

If you are aware of other Agreements related to the invention and you don't have the agreement to attach, please complete the table as in the example below:

Name of Agreement	Institution Name of other Party (not USC)
Collaboration Agreement	Stanford University
Material Transfer Agreement	Facebook

Inventor Agreement: Please enter the date when you press the “Next” button at the bottom of the page.

Allocation of Revenue: Please select how revenue will be allocated between the inventors.

Related documents such as other agreements maybe attached at the bottom of the page and will appear as “Attached Documents” if attached properly.

Click “Next” to proceed.

Pressing the “Next” button officially submits this disclosure to USC Stevens to start the disclosure review process. The review process includes sending each named inventor an email notification requesting that they confirm the details of the submission, including signing off on an Inventor Agreement and their percentage contribution to the invention. In addition, Stevens will review and confirm all the sponsor, other agreements, and inventor information provided.