

The Cincinnati Children’s Hospital Medical Center Inventor Portal enables Inventors to view their existing invention disclosures and to submit new disclosures to the Center for Technology Commercialization.

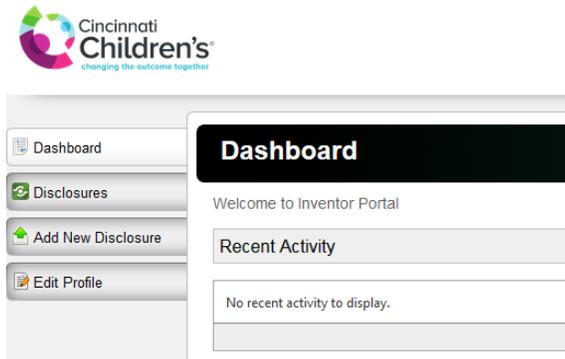
Your login User Name and Password are the same as your CCHMC Lan ID and Password used to access your other Cincinnati Children’s resources.

On your first log in, you will be redirected to the ‘Request Account’ page to create your Inventor Account. You will need to enter your CCHMC email address.

- If you’ve done business with the CTC before, your contact information will pre-populate in the request account form. Please verify the accuracy of the information and make any necessary updates. Once verified, click “Create Account”
- If this is your first time working with the CTC, you will need to fill out the Inventor Profile and create the account.

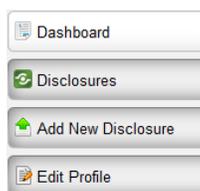
Once the Inventor has verified their personal information, the account will be automatically approved and the Inventor may log into the Inventor Portal.

Once the inventor has logged in, the Technology Dashboard and Inventor Portal home page will be displayed.



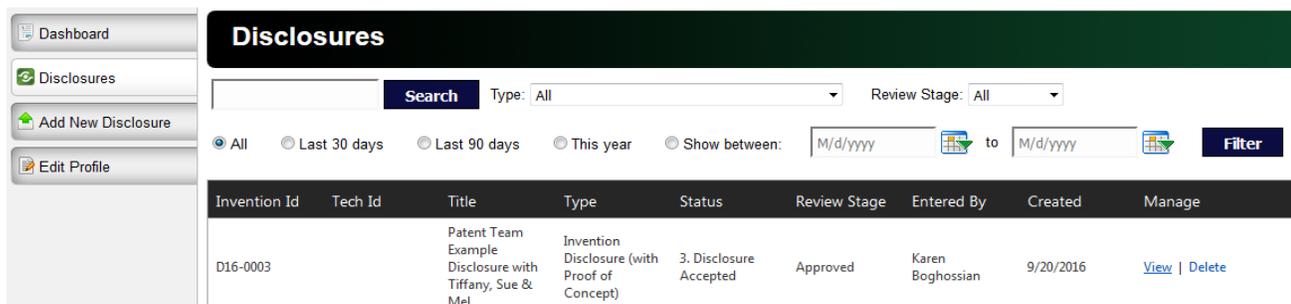
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Portal Navigation



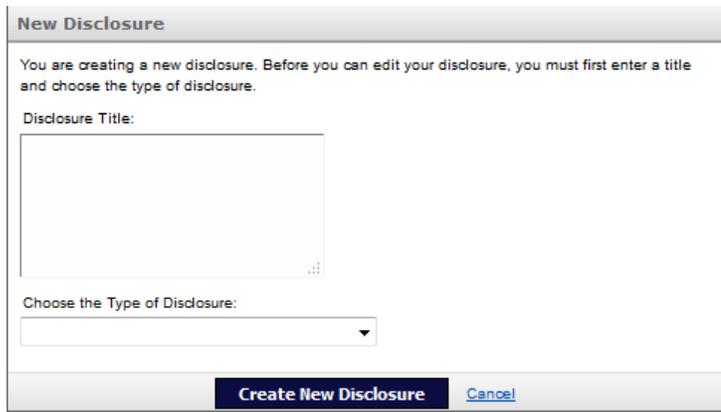
To view an existing invention disclosure, click the “Disclosures” icon in the left side of the Dashboard.

The Inventor’s Disclosure List will display in the dashboard. The list is sortable and can be searched by date range, disclosure type, and stage of review.



New Invention Disclosure

To submit a new invention disclosure to the CTC, click the “Add New Disclosure” icon in the left side of the Dashboard.



A new window will pop up. Please enter a descriptive title of your proposed invention and select the type of technology you are disclosing.

- Idea (without proof of concept)
- Invention Disclosure (with proof of concept)
- Research Tool (Animal Models, Assays, Cell Lines, etc)

Once you've entered your Title & Type, click “Create New Disclosure” and the Portal will display the disclosure form.

When the form opens, please complete the disclosure form to the best of your knowledge. If you are unable to answer a specific question, go ahead and move on to the next section.

Sections of the Inventor Portal Disclosure include:

- A Short Description of the Invention (3-5 Sentences)
- Questions related to prior and planned publications, presentations, poster sessions
- Detailed Description of the innovation (can copy and paste from grant applications, draft publications, etc)
- Questions about novel features, possible uses, and the location of the supporting data
- Questions about 3rd party materials and non-CHMC collaborators
- List of inventors, funding agencies, and ability to upload related documents

Additionally, Investigators may have a non-inventor submit the disclosure on their behalf or name a non-inventor as a “Subscriber” to the invention disclosure. Naming a subscriber allows another CHMC employee to view the invention disclosure.

Once the invention disclosure intake form has been completed, click the Submit Disclosure button to send the disclosure to the CTC. You may download a PDF version of your records.

What to Expect After Submission

After submitting a disclosure to the CTC through the Inventor Portal, you and the named co-inventors, will receive an automated email from the CTC to let you know that your disclosure has been received. The CTC Inventor Portal Admin will assign your disclosure to the appropriate Tech Manager for review.

Once the disclosure is submitted to the CTC, no further edits can be made via the Inventor Portal. Please contact your Tech Manager if you need to add detail or modify the disclosure in any way.

Every inventor and subscriber listed on the invention disclosure will be able to log into the Inventor Portal and view the status of the invention in real time. Patent applications and related agreements are updated in real time to the Inventor Portal.

If you have any questions regarding the use of the Inventor Portal, or need assistance, please contact Karen Boghossian

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