



Innovation Office

Research Planning and Development Department

Office of the Vice President for Research and Graduate Studies

Online Invention Disclosure Application User Guide

Web-based Invention Disclosure Procedure

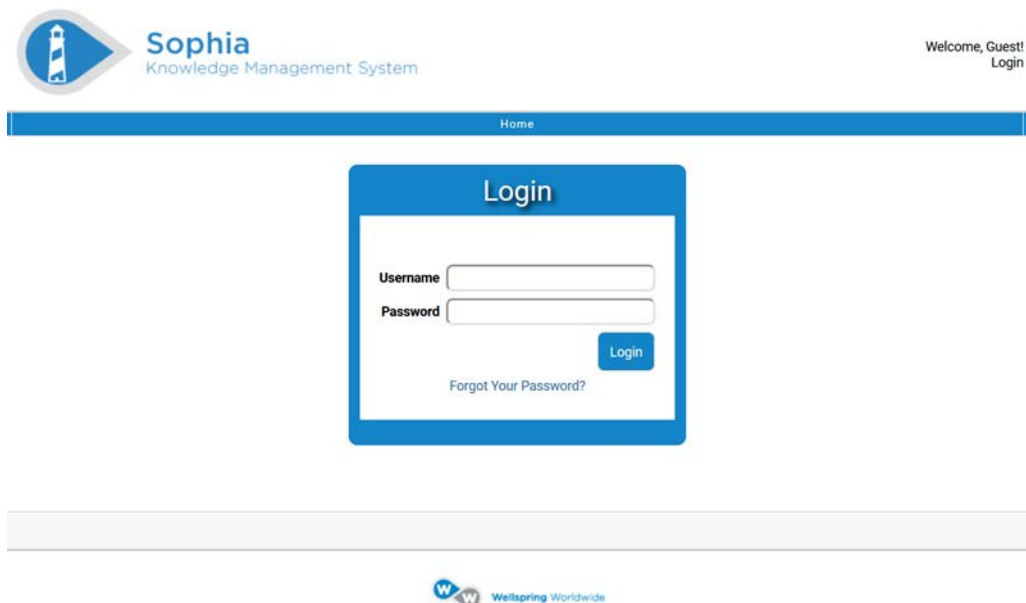
The Innovation Office (IO) uses the Sophia database to track and manage all aspects of its technology transfer activities. Sophia offers us the capability to have a web-based disclosure process so that your invention disclosures are entered directly into Sophia upon submission of your disclosure and review by IO. If additional information is needed before we are able to proceed with your submission you will be contacted shortly. Otherwise, you will receive an acknowledgment email from IO, indicating that your disclosure has been accepted.

Sophia also offers you the ability to review the current status of your disclosed technology as it moves through the office.

Please follow the steps below to submit your invention disclosure to IO:

STEP 1: Go to <https://qu.wellspringsoftware.net/kms/auth/login/?r=1&logout=true>

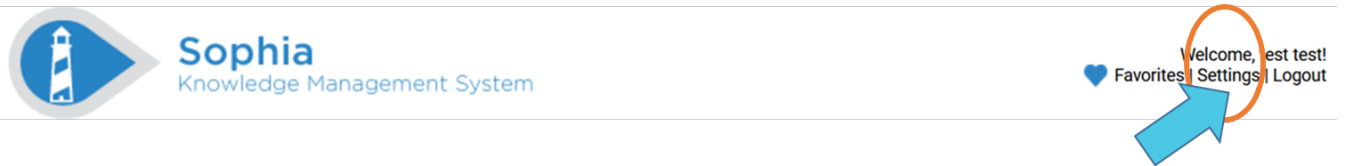
to log in to Sophia. Login by entering your username and password where indicated.



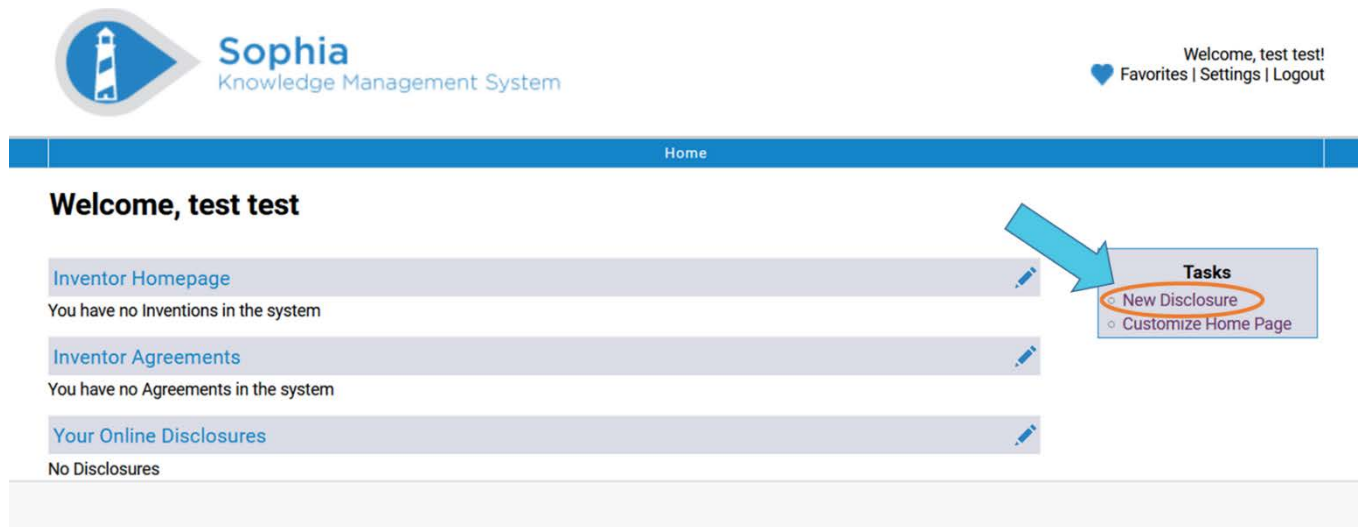
The screenshot shows the login interface for the Sophia Knowledge Management System. At the top left is the Sophia logo, a blue circle with a white lighthouse icon, followed by the text "Sophia Knowledge Management System". At the top right, it says "Welcome, Guest!" and "Login". Below this is a blue horizontal bar with the word "Home" in the center. The main content area features a blue-bordered box titled "Login". Inside this box are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Login" button. Below the "Password" field is a link that says "Forgot Your Password?". At the bottom of the page, there is a grey horizontal bar and the Wellspring Worldwide logo, which consists of two overlapping circles with 'W' and 'W' inside, followed by the text "Wellspring Worldwide".

If you do not have a login ID and password for Sophia, email QU.IP@qu.edu.qa to obtain one. Our staff will set up your account and e-mail login information to you.

The first thing you will need to do after you log in for the first time is change your password. To change your password, click “Settings” on the top right of the page (See picture below). Then click on the pencil icon. Scroll down from there to change your password



STEP 2: If you are not already on your Home Page, click on the “Home” tab at the top middle of the page. On your Sophia Home Page, in the “**Tasks**” table on the upper right side, click on “**New Disclosure**”.



STEP 3: On the first page of the online disclosure form, in the boxes indicated, enter the title of your technology and a brief description of the technology (this is optional).

This page asks whether there has already been a public disclosure by asking you to indicate the date and circumstances of such disclosure. If there has not been a public disclosure, you may leave this blank.

The screenshot shows the 'New Disclosure: Details' page of the Sophia Knowledge Management System. The page has a blue header with the Sophia logo and navigation links. The main content area contains several form fields:

- Title***: A text input field.
- Disclosure Types***: A dropdown menu with '1. Intellectual Property Disclosure Form' selected.
- Description**: A large text area for entering a brief description of the technology.
- First Public Disclosure**: A date selection field with dropdowns for month ('- MON -'), day ('- DAY -'), and year.
- Circumstances of Disclosure**: A large text area for providing details about any public disclosure.
- Suggested Keywords**: A large text area for entering keywords.

At the bottom of the form, there is an 'Attached Documents' section with a 'Browse...' button and a 'No file selected.' message. Below this are two buttons: 'Attach File' and 'Next Step'.

If you have a draft manuscript or any other written material relating to the technology or describing the technology, you can upload it into your online disclosure form. **You will be able to upload the document(s) at any point during the disclosure process.** After filling in the relevant information, click “**Next Step**” at the bottom of the page.

STEP 4: The second page of the online disclosure form allows you to enter information regarding people (**inventors**) who were involved in the creation of the technology. Enter at least the first and last name, as well as an email address, for each person contributed to the invention. Click “**Add to List**” after entering the information for each person. The form will reset after you click the “**Add to List**” icon.

Home

Edit Disclosure D2023-0007: Researchers

Details Researchers Funding Questions Confirm

If you have questions, please contact the Innovation Office

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

As inventor names are added to the list, the names will appear in the “**Researcher List**” at the bottom of the page. Notice that you will have the opportunity to indicate a lead inventor. You can indicate the contribution of each inventor in the Researcher List as well. Simply enter each percentage where indicated.

An example of the Researcher (**Inventor**) page with Lead Inventor indicated and percentages filled in is below. Once you have completed filling in Inventor names, click on the “**Next Step**” icon.

Edit Disclosure D2023-0007: Researchers

 Details  Researchers  Funding  Questions  Confirm

If you have questions, please contact the Innovation Office

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="35.00"/>	test test	None	talal@yu.edu.jo	
<input type="radio"/>	<input type="text" value="65.00"/>	Azeez test	None	Azeez@test	

[Next Step](#)

STEP 5: On the third page of the disclosure form, you have the opportunity to indicate whether any external funding was used to support the creation of the technology. If the research from which the disclosed technology resulted was not supported by any funding, check the box next to **“This disclosure used no external funding”** in order to be able to advance to the fourth page of the disclosure form.

Home

Edit Disclosure D2023-0007: Funding

Details Researchers Funding Questions Confirm

If you have questions, please contact the Innovation Office

If the research was developed with any grant (federal agencies, foundations, etc.), industry research contract funds, or other sponsor's funds, please list below.

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

Sponsor List

Add Sponsors By Entering Data Above

This disclosure used no external funding

STEP 6: On the fourth, fifth, and sixth pages of the online disclosure form, you will provide additional information regarding the technology as indicated. It is very important that you let us know if a manuscript will be published soon or if you are planning to present information regarding the research at a conference or other meeting in the near future.

Edit Disclosure D2023-0008: Questions

Details Researchers Funding Questions Confirm

Please attach any related electronic documents at the bottom of the page.

If you have questions, please contact the Innovation Office

Survey Questions

* indicates a required field

Disclosure Check List:

Kindly check and be aware of the following criteria, failing to check the boxes in the list will be resulting in returning this form to you to complete it.*

All the items below have been met

1- Are the Conclusions supported by results?*

Yes
 No

Please clarify:*

test

If yes, please attach the result.

No files selected.

2- TRL > 4 ?

Note: TRL < 4 will result in returning the Disclosure to the inventors*

Yes
 No

Comments:*

test

3- Do you have a Plan to develop/increase the TRL?*

Yes
 No

When you have completed the fourth, fifth, and sixth pages of the disclosure form, click the “**Next**” icon at the bottom of the page.

STEP 7: On the seventh page of the online disclosure form, you will download, fill out, and sign the Assignment Form and upload it to your Disclosure Submission at the bottom of the page. Then click the “**Next**” icon at the bottom of the page.

Edit Disclosure D2023-0007: Questions

Details Researchers Funding Questions Confirm

Please attach any related electronic documents at the bottom of the page.

If you have questions, please contact the Innovation Office

Survey Questions

* indicates a required field

Please download and fill out the Record of Assignment form and upload it to your Disclosure Submission.

[Download QU-Innovation Office Assignment \(1\).docx](#)

By submitting this form to the QU Innovation Office, I declare that all statements are true and made according to the best of my knowledge. *

Attached Documents

File Name	File	Download
 QU-Innovation Office Assignment-filled and signed.docx	QU-Innovation Office Assignment-filled and signed.docx	Download 

Please Attach Any Documents Relevant To This Disclosure

File

No file selected.

STEP 8: On the eighth page of the online disclosure form, you have the opportunity to review the information on your application and to ensure that it is correct. Then click the **“Submit for approval”**

Disclosure D2023-0008: Confirm

- Details
- Researchers
- Funding
- Questions
- Confirm

If you have questions, please contact the Innovation Office

Notice Please review your information.

Please ensure that all the following Disclosure information is correct.

[Print a copy](#)

When your information is correct press "Submit for Approval"

Submit For Approval

Details [Print a copy of this Disclosure](#) [Edit this Disclosure](#)

Track Code	D2023-0008
Disclosure Type	1. Intellectual Property Disclosure Form
Disclosure Status	In Progress
First Public Disclosure	None
Circumstances of Disclosure	None
Suggested Keywords	None
Description	None
Name	R
Created By	test test on Nov 19, 2023 5:51 PM
Modified By	test test on Nov 19, 2023 6:20 PM

Disclosure Researchers [Add Researchers to this Disclosure](#)

Share	Name	Organization	E-Mail
0.00 %	Q Q	None	Q
★ 100.00 %	test test	None	talal@yu.edu.jo

Funding/Sponsor [Add Funding to this Disclosure](#)

Organization	Contract Number
QDPI	E

Disclosure Questions [Edit Specific Answers](#)

You will receive an indication that your disclosure has been submitted. The track code provided applies only to your disclosure. Once approved by IO, your disclosure will receive a separate Invention Disclosure number, which will be reported to you by IO.



Welcome, test test

Success

- Your Disclosure Track Code: D2023-0008 has been submitted.

Inventor Homepage

You have no Inventions in the system

Inventor Agreements

You have no Agreements in the system

Your Online Disclosures

No.	Name	Status	Create Date
D2023-0008	R	Under Review	Nov 19, 2023 5:51 PM
D2023-0007	w	In Progress	Nov 16, 2023 10:36 AM

Tasks

- New Disclosure
- Customize Home Page

IO will be notified that a new invention disclosure has been received. IO will verify certain information and approve the disclosure. Upon approval of the disclosure, you will receive an email acknowledging IO's receipt of the disclosure, providing the invention ID number assigned to the disclosure, and a possible request for a meeting with the inventors. **You should receive an email acknowledgment of receipt of your disclosure within one business day after its submission.**

If you have problems with the form or the process, please email IO at QU.IP@qu.edu.qa, or call 974-4403-7197 (6813)

Thank you for submitting your disclosure to the IO! We look forward to working with you.