

Step-by-Step  
Inventor's Guide to

# Submitting Invention or Copyright Disclosures

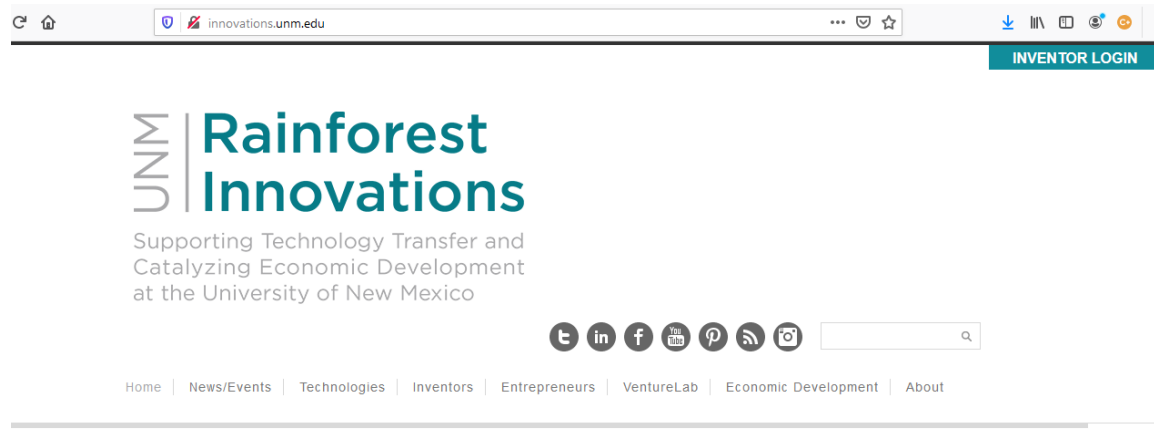
Through UNM Rainforest Innovations'  
Sophia Knowledge Management System

## SECTION 1: INTRODUCTION

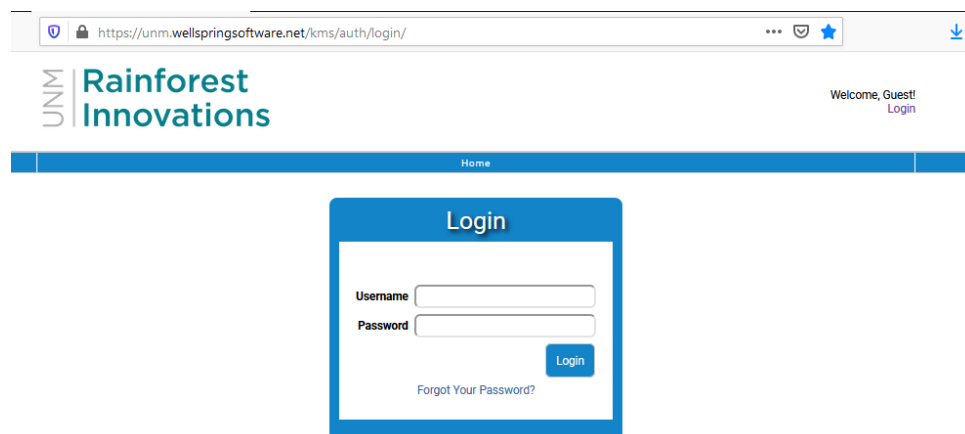
We have created this guide to assist you, the inventor or author, in submitting a complete and accurate disclosure of your invention or copyrightable work. A comprehensive disclosure allows UNM Rainforest Innovations to quickly move to the next steps of patent protection or copyright registration, and commercialization of your invention.

## SECTION 2: PROCESS TO SUBMIT A NEW DISCLOSURE

**STEP 1:** Either visit our website at <http://innovations.unm.edu> and click on “Inventor Login”,



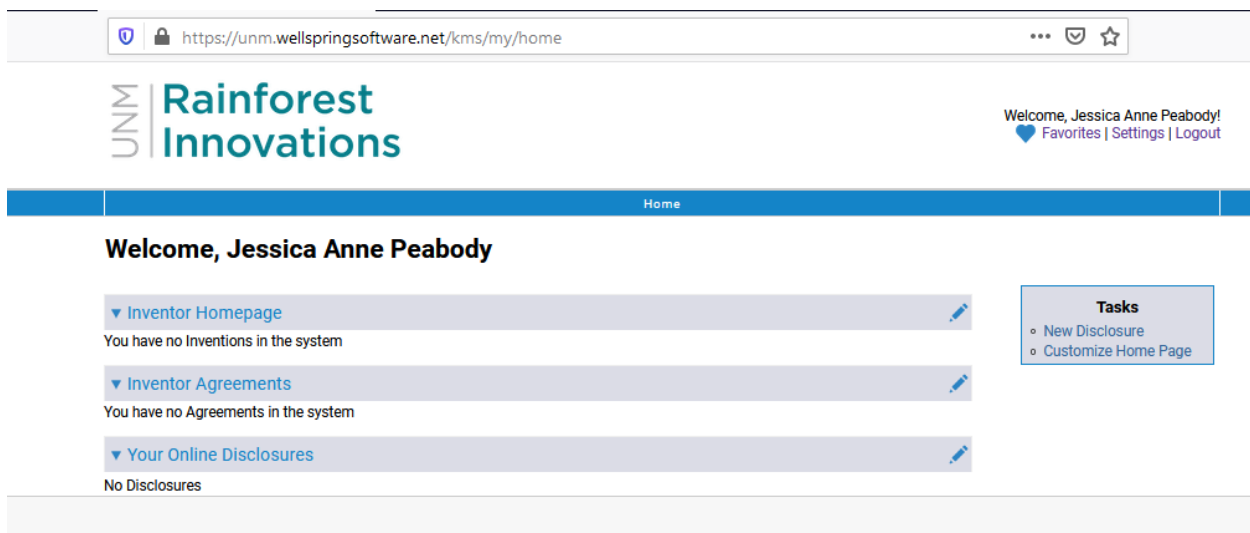
or visit the Sophia Knowledge Management System login page directly to start your disclosure:  
<https://unm.wellspringsoftware.net>



At the Login screen, use your UNM Net ID login and Password to log into Sophia. If you do not have a UNM NetID or if you do not remember your UNM NetID or Password, please visit <https://netid.unm.edu> to create or retrieve your login information.


**STEP 2:** After successfully logging in, you will be presented with your “Home” Page. Here you can see the progress of your online disclosures and invention details.

To submit a new disclosure, click on the link “New Disclosure” in the box labeled “Tasks”.



The screenshot shows a web browser window with the URL <https://unm.wellspringsoftware.net/kms/my/home>. The page header features the Rainforest Innovations logo on the left and a user greeting "Welcome, Jessica Anne Peabody!" on the right, with links for "Favorites", "Settings", and "Logout". A blue navigation bar contains a "Home" link. The main content area is titled "Welcome, Jessica Anne Peabody" and contains three expandable sections: "Inventor Homepage" (no inventions), "Inventor Agreements" (no agreements), and "Your Online Disclosures" (no disclosures). A "Tasks" box on the right lists "New Disclosure" and "Customize Home Page".

**STEP 3:** For the Details of the disclosure, give as much detail as possible for each item requested. See below for explanations of each field.



Welcome, Jessica Anne Peabody!  
[Favorites](#) | [Settings](#) | [Logout](#)

---

Home

### Edit Disclosure D2021-0043: Details

Details
 Researchers
 Funding
 Questions
 Confirm

If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).

\* indicates a required field

**Title\***

Trial New Disclosure

**Disclosure Types\***

1. Invention Online Disclosure

**Description**

**First Public Disclosure**

- MON -

-

- DAY -

-

**Circumstances of Disclosure**

**Suggested Keywords**

**Attached Documents**

File Name	File	Download
User Guide Draft.docx	User Guide Draft.docx	Download
User Guide Login.PNG	User Guide Login.PNG	Download

Please Attach Any Documents Relevant To This Disclosure

File

Browse...

No file selected.

Attach File

Next Step

**Title** – Please give a meaningful title to this disclosure. Be as specific and descriptive as possible. This title will not necessarily be the title used for marketing your invention or copyrightable work.

**Disclosure Type** – Please select “Invention Online Disclosure” if your idea or work is an invention, is new/novel, involves an inventive set or is non-obvious, and is capable of industrial application. Select “Copyright Online Disclosure” if your work can be classified as literary, musical, dramatic, pictorial, graphic, sculptural, audiovisual, sound recordings, or architectural, and is fixed in a tangible medium of expression. If your disclosure fits both “Invention” and “Copyright”, please choose “Invention Online Disclosure”.

**Description** – Please provide a structural and functional description of the invention or copyright as well as the problem(s) it will solve. If possible, attach manuscripts, drawings, abstracts or any other materials that would assist in the understanding of the invention. If work is a copyright, please provide a summary description of the copyrightable work, its functions, and its use.

**First Public Disclosure** – Date the invention was first publicly disclosed. Public disclosure can exist if the invention was presented at conferences, published in journals, theses, or dissertations, or has been offered for sale, public use, or involves a third party. If there were no public disclosures beforehand, please leave this field blank.

**Circumstances of Disclosure** – Please use this field to include any additional information relating to the public disclosure, if any.

**Suggested Keywords** – Please provide a comma-separated list of keywords suitable for database searches. In order to perform the best background search possible concerning the novelty of your invention, we search against several intellectual property databases using keywords related to your invention's area of development. Accurate keywords will generate better search results. If available, submit the same keywords that you have previously submitted on manuscripts.

**Attached Documents** – Please attach any files relevant to this disclosure.

Once all fields are completed, click “Next Step”.

**\*\*\*NOTE: Your progress will be saved as you move from section to section, and you may logout and return where you left off without losing your data.\*\*\***

**STEP 4:** Enter the requested information for Researcher Information. You can include additional inventors or authors on your invention and click “Add to List”. Give as much details as possible for each item requested. See below for explanations. If you are the only inventor or author, then just click “Next Step”.

## Edit Disclosure D2021-0043: Researchers

[Details](#)
[Researchers](#)
[Funding](#)
[Questions](#)
[Confirm](#)

If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).

### 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"/>	100.00	Jessica Anne Peabody	The University of New Mexico	ghost1walk0@unm.edu	✕

[Next Step](#)

**By default, the disclosing inventor and his/her details will automatically be added. You will only need to add additional inventors.**

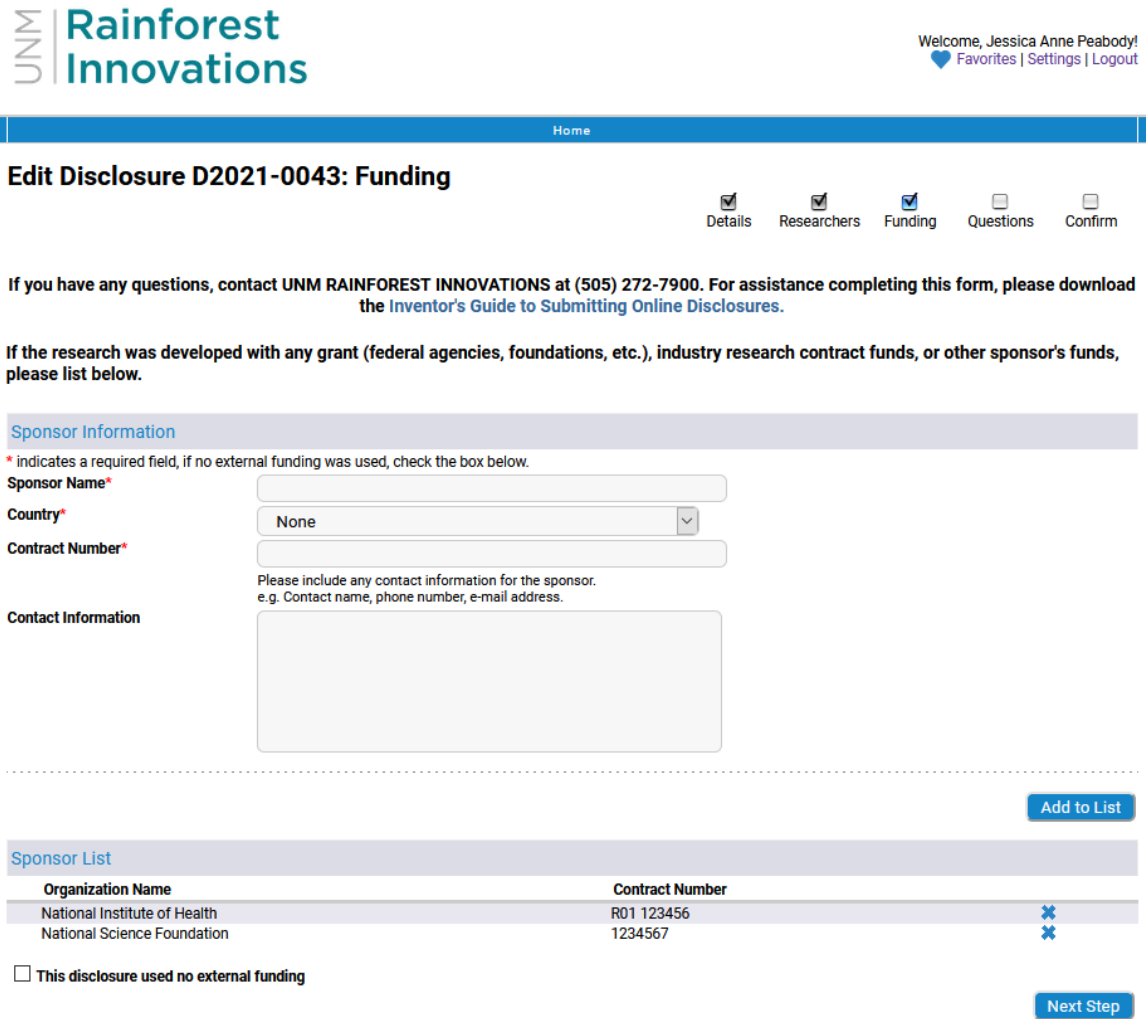
Researchers Step 1.) - All individuals who contributed to the conception of the creation should be included, whether or not they are affiliated with the University of New Mexico. If the individual has a joint appointment, please list all related organizations. A person who directs another to solve a problem or make an invention or creation is not a creator, unless he/she also told the other how to do it, as well. Please enter any additional inventors for this disclosure and click “Add to List”.

Parties working together on a problem will be joint creators if each makes a mental contribution to the final creation concept. It is not necessary that their contributions be equal or that they be made simultaneously, as long as the parties were collaborating with one another. Please note that a patent can be rendered invalid by including as a creator an individual who did not contribute to the conception of the creation.

Researchers Step 2.) - After all inventors are added, adjust the percentage of contribution. Please ensure that the sum of the inventors' contribution totals 100%. Additionally, please select which inventor is lead. The "Lead Inventor" is not a legal designation, but is a UNM Rainforest Innovations label that assigns an inventor who agrees to be the primary contact to receive additional information and for all correspondence relating to the disclosure. However, the lead inventor must still satisfy the inventor requirement described above.

Click "Next Step".

**STEP 5:** Enter the requested information for the Funding Details. Give as much detail as possible for each item requested. See below for explanations of each field. If your disclosure had no funding, check mark the box for no funding and click "Next Step".



The screenshot shows the 'Edit Disclosure D2021-0043: Funding' page. At the top right, it says 'Welcome, Jessica Anne Peabody!' with links for 'Favorites', 'Settings', and 'Logout'. A navigation bar contains a 'Home' link. Below the title, there are five tabs: 'Details' (checked), 'Researchers' (checked), 'Funding' (checked), 'Questions', and 'Confirm'. A message states: 'If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).' Another message says: 'If the research was developed with any grant (federal agencies, foundations, etc.), industry research contract funds, or other sponsor's funds, please list below.' The 'Sponsor Information' section includes a note: '\* indicates a required field, if no external funding was used, check the box below.' It has input fields for 'Sponsor Name\*', 'Country\*' (set to 'None'), and 'Contract Number\*'. Below these is a 'Contact Information' text area with the instruction: 'Please include any contact information for the sponsor. e.g. Contact name, phone number, e-mail address.' A dashed line separates this from the 'Sponsor List' section, which has an 'Add to List' button. The 'Sponsor List' table is as follows:

Organization Name	Contract Number	
National Institute of Health	R01 123456	X
National Science Foundation	1234567	X

At the bottom of the form, there is a checkbox labeled 'This disclosure used no external funding' and a 'Next Step' button.

**Sponsor Name** – Name of agency or company that has funded your research.

**Contract Number** – Please list the contract number for this funding source.


**Contact Information** – Please include any contact information for the sponsor, e.g., Contact Name, Phone Number, E-mail Address, or any additional details, if known.

Similar to the previous step, click “Add to List” for each funding source. If this invention did not use any external funding, please check the box labeled “This disclosure used no external funding”.

Click “Next Step”.



**STEP 6:** Please answer the following questions in as much detail as possible. Please note that some questions may present you with additional fields, depending on your answer.

Welcome, Jessica Anne Peabody!  
Favorites | Settings | Logout

---

## Edit Disclosure D2021-0043: Questions

Details Researchers Funding Questions Confirm

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

If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).

### Survey Questions

\* indicates a required field

#### INVENTOR DETAILS

By submitting this disclosure, I (Lead Inventor) understand and agree to comply with the responsibilities set forth for this invention.

Note: "Lead Inventor" is not a legal designation but is merely an STC.UNM heading assigned to an inventor who agrees to be the primary contact for additional information and for all correspondence. However, the "Lead Inventor" must still satisfy the inventor requirements.

The "Lead Inventor" is responsible for: 1. Communicating with joint inventors, STC.UNM (STC), the Research & Technology Law office (R&TL), and patent attorney/law firm personnel; 2. Providing requested documents to STC, R&TL, and the patent attorney/law firm personnel; and 3. Notifying STC and the patent attorney of changes in invention status

First Name:

Middle Initial:

Last Name:

Please enter your initials as an electronic signature.

Summary and utility of the invention (Please provide a structural and functional description of the invention as well as the problem(s) it will solve. If possible, attach manuscripts, drawings, abstracts, or any other materials that would assist in the understanding of the invention):

#### INVENTION DETAILS

Date of Conception – Conception occurs when an inventor first thinks of an idea. This is best proven through laboratory notebooks, computer files, or some other form of documentation. It is important to note that verbal confirmation of the date of conception is not adequate and a written document is required to establish a date of conception.

- MON -  - DAY -

Means of Documentations – Please describe briefly how this invention was documented, e.g. laboratory notebooks, computer files, photographs, or anything else that is adequately dated.\*

## INVENTION DETAILS

**Date of Conception** – Conception occurs when an inventor first thinks of an idea. This is best proven through laboratory notebooks, computer files, or some other form of documentation. It is important to note that verbal confirmation of the date of conception is not adequate and a written document is required to establish a date of conception.

Feb 1 2021

**Means of Documentations** – Please describe briefly how this invention was documented, e.g. laboratory notebooks, computer files, photographs, or anything else that is adequately dated.\*

lab notes, notebooks, documents, photos, emails

**Has this invention been reduced to practice?** If you have built one or more prototypes, possess a proof of principle, have performed experiments, animal studies, clinical trials, etc., then your invention may be considered reduced to practice. Please provide the earliest date that this invention was reduced to practice.\*

- Yes  
 No

**Date of reduction to practice:**

Feb 8 2021

**Describe briefly how or in what manner this invention has been reduced to practice.**

## FUNDING/SPONSORSHIP DETAILS

**Is this invention related to your UNM research duties?** If your invention or creation was a result of your normal research duties at the University or was in any way associated with your employment with UNM, then answer "Yes".\*

- Yes  
 No

**Did this invention result from research or other work performed with significant use of UNM funds or facilities?** If your invention or creation was a result because of funding or equipment/facility use at the University, then answer "Yes".\*

- Yes  
 No

**Did this invention result from research or other work performed on your own time AND is unrelated to your UNM research duties?** If the invention or creation was not a result of significant funding or involvement from the University, then answer "Yes".\*

- Yes  
 No

**Did you use any material in the development of this invention that was acquired from a third party and was subject to a material transfer agreement ("MTA")?** If the invention or creation involved material acquired from a third party or through an agreement of some sort, then answer "Yes" and upload the applicable agreement at the end of this page.\*

- Yes  
 No

**During the period of time that this technology was being developed, did any of the inventors receive salary support from the Department of Veteran Affairs ("VA")?** If the invention or creation was a result of significant funding or salary support from the Department of Veterans Affairs, then answer "Yes" and supply the applicable details of the arrangement.\*

- Yes  
 No

**Were any VA funds or facilities used in the course of work which led to this invention?** If the invention or creation was a result of significant facility use at the Department of Veterans Affairs, then answer "Yes" and supply the applicable details of the arrangement.\*

- Yes  
 No

**Was the research developed with any grant (federal agencies, foundations, etc.), industry research contract funds, or other sponsor's funds?\***

- Yes  
 No

In order to insure compliance with the reporting requirements of the Bayh-Dole Regulations, it is necessary that for inventions or discoveries FIRST conceived or actually reduced to practice in the performance of work performed under government funding agreements, the funding agreement (grant, contract, or other) must be fully and accurately disclosed and described on the IDF.

No

Was the research developed with any grant (federal agencies, foundations, etc.), industry research contract funds, or other sponsor's funds?\*

Yes  
 No

In order to insure compliance with the reporting requirements of the Bayh-Dole Regulations, it is necessary that for inventions or discoveries FIRST conceived or actually reduced to practice in the performance of work performed under government funding agreements, the funding agreement (grant, contract, or other) must be fully and accurately disclosed and described on the IDF.

Inventions made outside the research activities of a government-funded project or inventions made with leftover funds are not viewed as applicable. Please insure that all government funding has been fully and accurately disclosed.

FAILURE TO DISCLOSE GOVERNMENT FUNDING MAY RESULT IN WITHHOLDING FURTHER AWARDS TO THE INVESTIGATOR/INVENTOR, SUSPENSION OR TERMINATION OF CURRENT OR FUTURE AWARDS, AND/OR REQUIRE THE TRANSFER OF OWNERSHIP OF THE INVENTION AND PATENTS TO THE FUNDING AGENCY.

I have read the above notice and confirm that all government funding has been fully and accurately disclosed.\* 

**PUBLIC DISCLOSURE DETAILS**

Has this disclosure been published in any journals? Include all manuscripts describing the invention that have been published, those that have been accepted but not yet published, and those that have simply been submitted but not yet accepted or rejected. Also include any manuscripts that you intend to submit within the next six (6) months. In that case, give the best information that you have at the present time. Please note that authors of the manuscript may not necessarily qualify as inventors.\*

Yes  
 No

Has this disclosure been presented at any conferences? Include conferences at which any presentation concerning the invention has been made, as well as conferences which have not yet occurred but for which a manuscript or abstract has been submitted. Also include any conferences at which you intend to disclose information concerning the invention within the next six (6) months.\*

Yes  
 No

Is this disclosure discussed in a thesis or dissertation? Include any thesis or dissertation describing the invention that has been submitted to satisfy graduation requirements. Also include any thesis or dissertation that may be submitted within the next six (6) months.\*

Yes  
 No

Has the embodiment of this invention been offered for sale or licensing? If the invention or creation was offered for sale or licensing, protection of the intellectual property may be affected. Please supply any applicable details.\*

Yes  
 No





Has the embodiment of this invention been used publicly? If the invention or creation has previously been used publicly in any manner, protection of the intellectual property may be affected. Please supply any applicable details.\*

Yes  
 No

Has any other disclosure of the invention, written or oral, been made to a third party who was not bound by a written obligation of confidentiality? If the invention or creation has been disclosed to a third party without a written obligation of confidentiality, protection of the intellectual property may be affected. Please supply any applicable details.\*

Yes  
 No

**Attached Documents**

File Name	File	Download	
 User Guide Draft.docx	User Guide Draft.docx	Download	
 User Guide Login.PNG	User Guide Login.PNG	Download	

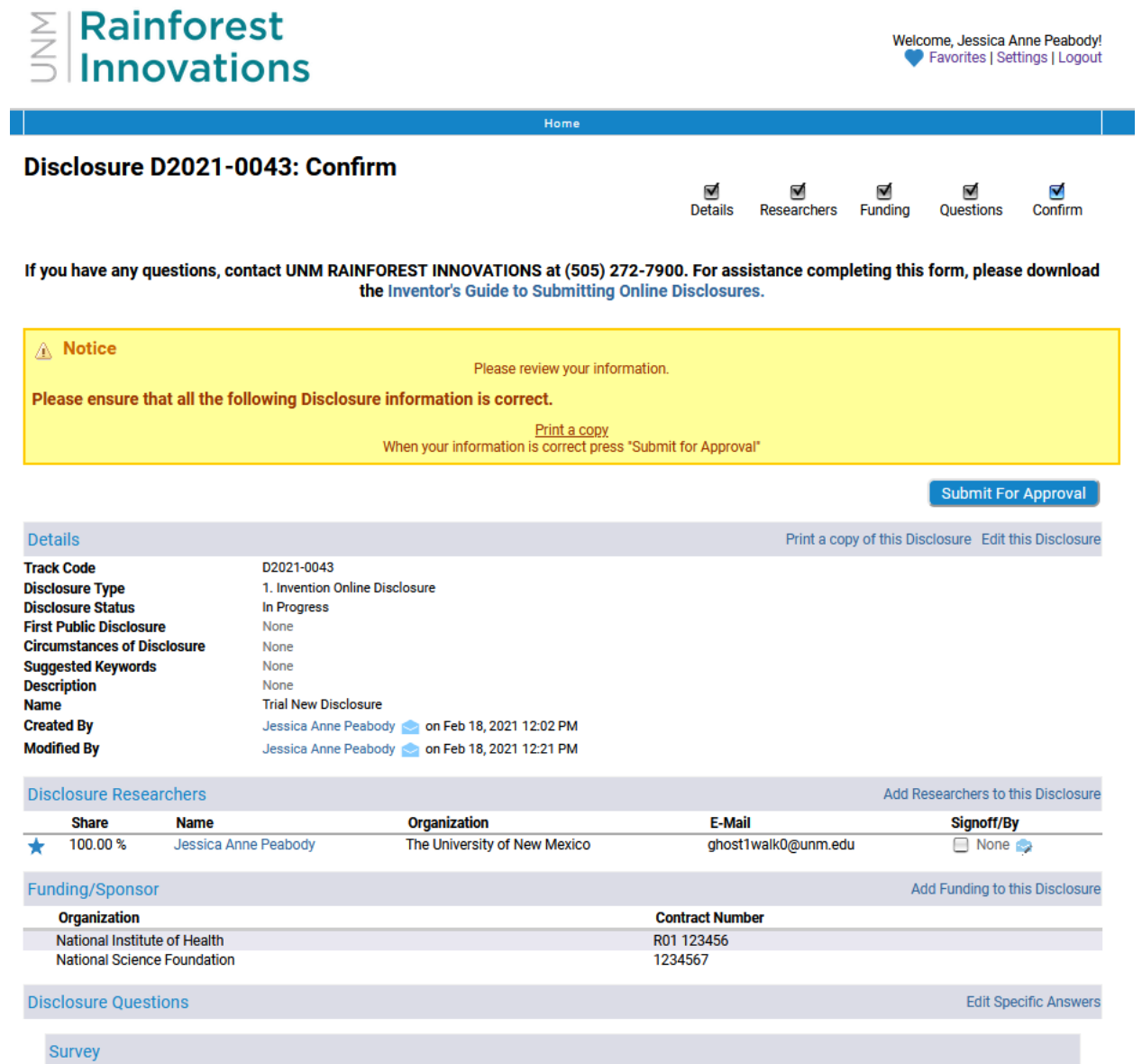
Please Attach Any Documents Relevant To This Disclosure


File

No file selected.

**STEP 7:** Please review all information for accuracy and completeness in the Confirm section. If an area needs to be edited, please click on the link that corresponds to that area (more details in Section 3: Edit an Existing Disclosure). Once all information is reviewed and corrected, please print a copy of the disclosure, sign in the appropriate area, and complete the “Inventor Assignment” form. The printed disclosure form should have one signature page, and one assignment form. For disclosures with multiple inventors, please print out and complete an additional signature page and assignment form for each inventor. Once completed, please bring the completed disclosure form to the UNM Rainforest Innovations office or contact our office for pickup.

Click “Submit Disclosure”.





Welcome, Jessica Anne Peabody!  
[Favorites](#) | [Settings](#) | [Logout](#)

---

Home

## Disclosure D2021-0043: Confirm

Details
 Researchers
 Funding
 Questions
 Confirm

If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).

**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](#)

<b>Track Code</b>	D2021-0043
<b>Disclosure Type</b>	1. Invention Online Disclosure
<b>Disclosure Status</b>	In Progress
<b>First Public Disclosure</b>	None
<b>Circumstances of Disclosure</b>	None
<b>Suggested Keywords</b>	None
<b>Description</b>	None
<b>Name</b>	Trial New Disclosure
<b>Created By</b>	Jessica Anne Peabody  on Feb 18, 2021 12:02 PM
<b>Modified By</b>	Jessica Anne Peabody  on Feb 18, 2021 12:21 PM

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

Share	Name	Organization	E-Mail	Signoff/By
★ 100.00 %	Jessica Anne Peabody	The University of New Mexico	ghost1walk0@unm.edu	<input type="checkbox"/> None

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

Organization	Contract Number
National Institute of Health	R01 123456
National Science Foundation	1234567

**Disclosure Questions** [Edit Specific Answers](#)

[Survey](#)

## SECTION 3: EDIT AN EXISTING DISCLOSURE

Often times, for one reason or another, an inventor will need to stop in the middle of the disclosure process and continue at another time. Disclosure sections are saved as you click “Next” to go on to the next section of the disclosure.

To continue where you previously left off, do the following:

**STEP 1:** Select the disclosure you would like to edit by clicking on the disclosure number. After clicking on the disclosure number link, you will be presented with a dashboard screen of all information that has been saved.

**STEP 2:** Review and select the incomplete section or the section you would like to make edits to by clicking on the section header. Make sure to follow the same guidelines as Section 2: Submit a New Disclosure.

**STEP 3:** Make the appropriate changes to section(s) and click “Submit”. By clicking “Submit” in this section, you are only saving the section and Not submitting the entire disclosure.

Repeat step 1-3 of SECTION 3: EDIT AN EXISTING DISCLOSURE for all areas that needs to be modified. Once all areas are completed to the best of your knowledge, click on “Submit for Approval” from the dashboard screen as shown below of this section. *See screen shots below.*

[Home](#)

## Disclosure D2021-0043: Confirm

[Details](#)
[Researchers](#)
[Funding](#)
[Questions](#)
[Confirm](#)

If you have any questions, contact UNM RAINFOREST INNOVATIONS at (505) 272-7900. For assistance completing this form, please download the [Inventor's Guide to Submitting Online Disclosures](#).

### 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** D2021-0043  
**Disclosure Type** 1. Invention Online Disclosure  
**Disclosure Status** In Progress  
**First Public Disclosure** None  
**Circumstances of Disclosure** None  
**Suggested Keywords** None  
**Description** None  
**Name** Trial New Disclosure  
**Created By** Jessica Anne Peabody  on Feb 18, 2021 12:02 PM  
**Modified By** Jessica Anne Peabody  on Feb 18, 2021 12:21 PM

### Disclosure Researchers

[Add Researchers to this Disclosure](#)

Share	Name	Organization	E-Mail	Signoff/By
★ 100.00 %	Jessica Anne Peabody	The University of New Mexico	ghost1walk0@unm.edu	<input type="checkbox"/> None 

### Funding/Sponsor

[Add Funding to this Disclosure](#)

Organization	Contract Number
National Institute of Health	R01 123456
National Science Foundation	1234567

### Disclosure Questions

[Edit Specific Answers](#)

[Survey](#)

[Home](#)

## Welcome, Jessica Anne Peabody

Your Disclosure Track Code: D2021-0039 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
D2021-0039	Trial New Disclosure	Under Review	Feb 10, 2021 2:05 PM

### Tasks

- New Disclosure
- Customize Home Page