Innovator Portal Disclosure Instructions

The purpose of disclosing an innovation to the Office of Technology Development is to record a description of the innovation and the circumstances under which it was created, and to provide a basis for decisions regarding legal protection and commercialization. This form is a legally significant document that should be prepared carefully, and all sections must be completed.

1. Open a web browser and navigate to https://fau.wellspringsoftware.net.
2. Enter your Username and Password.
3. Click on the “Login” button.
4. Under “Tasks” click on “New Disclosure”.
5. Enter a title and detailed description of the innovation, including technical descriptions, advantages/improvements over existing methods/devices/materials, possible modifications, etc.

6. Enter a date and circumstances of the first public disclosure of the innovation (if applicable). Public disclosures are those that are made to individuals not affiliated with Florida Atlantic University. Such disclosures may initiate a one year period within which a U.S. patent application must be filed, and may also preclude patent protection outside of the U.S.

7. Enter suggested keywords to describe the innovation.

8. Attach any documents relevant to the disclosure, including manuscripts, publications, presentations, posters, etc.

9. Click on the “Next Step” button.
10. Enter the name, organization and email address of the researcher. A researcher may only be included in the disclosure if he/she made an intellectual contribution to the conception and/or development of the innovation.

11. Click on the “Add to List” button.

12. Click on the “Lead” button to identify the lead researcher. The lead researcher will be the Office of Technology Development’s primary contact.

13. Enter the % contribution of the researcher. The % contribution is an assessment of the researcher’s contribution to the innovation. Income from commercialization of the innovation, if any, will be distributed in accordance with the % contribution.

14. Click on the “Next Step” button.
15. Enter the name, country, contract number and contact information of the external sponsor of the innovation (if applicable). Florida Atlantic University is required to report all innovations made with external funding to the relevant sponsor.

16. Click on the “Add to List” button.

17. Check the box next to “This disclosure used no external funding” (if applicable).

18. Click on the “Next Step” button.
19. Check the box under “Signatures”.

20. Attach any additional documents relevant to the disclosure (if applicable).

21. Click on the “Next” button to submit the disclosure.