



GUIDANCE NOTE – Innovation Disclosure Tool (IDT) for Users

Target Audience	University of Edinburgh Academic and Research Staff Edinburgh Innovations Business Development Team Edinburgh Innovations Technology Transfer Team
Purpose	Guidance on how to use the on-line Innovation Disclosure Tool (IDT), a secure online method to log, submit, manage, and update innovation disclosures. Specific guidance is provided on ensuring that all necessary information has been entered into the disclosure form before submission, in particular reference numbers and documents relating to source of funding, relevant rights agreements, and commercial opportunities.
Created by	Sofia Billett, Edinburgh Innovations, Technology Transfer Team, 4 April 2024

A) USE THE INNOVATION DISCLOSURE TOOL TO:

- **Create** and submit **online innovation disclosures** regarding all forms of IP (including potentially patentable technologies, software, engineering designs, reagents and biological materials)
- Begin dialogue and **get feedback and assistance** from EI Teams during the disclosure process and receive notification when additional information is required
- **Upload related materials** such as manuscripts or abstracts, funding documents, prior art
- **Track the progress** of ongoing disclosures until they are accepted.

B) ADDITIONAL GUIDANCE FOR BUSINESS DEVELOPMENT:

- Uploading **funding documents** and **agreements**
- Identifying **commercial interest**, including early commercial opportunity / route to commercialisation
- Additional guidance for the BD team can be found in this [section](#)



A) USE OF THE INNOVATION DISCLOSURE TOOL

□ ACCESS AND LOGIN TO THE IDT

To access the tool click here: [Innovation Disclosure Tool](#)

Login

THE UNIVERSITY of EDINBURGH EDINBURGH INNOVATIONS

Logging in to:
Innovation Disclosure Tool

UoE Students, Staff and Alumni External Users

Current Students, Staff, Visitors and Alumni

Please enter your University credentials to log in

UUN

Password

Log in

University staff login to the IDT via EASE credentials.

THE UNIVERSITY of EDINBURGH EDINBURGH INNOVATIONS

Logging in to:
Innovation Disclosure Tool

UoE Students, Staff and Alumni External Users

External Users

Please enter your Email address. A secure access link will be sent to your Email address.

Email

Submit

When external users or students are added to the IDT they receive an email with a link inviting them to join the IDT. Clicking the link directs them to the login page where they should use the same email address to log in.

□ WELCOME TO THE INNOVATION DISCLOSURE TOOL

Home Screen

- The welcome home screen allows you to access your disclosures, create a new disclosure and quickly access frequently asked questions.
- The symbols on the left of the screen allow you to navigate to the 'Home' page, 'My Disclosures' page, 'New Disclosure' page, the 'Frequently Asked Questions' page, and 'Login' page.



Welcome to the Innovation Disclosure Tool

This site allows you to detail your innovation, and to begin a conversation with Edinburgh Innovations regarding the commercialisation potential for the technology.

[My Disclosures](#)[New Disclosure](#)[Frequently Asked Questions](#)

My Disclosures

- When you click 'My Disclosures' you are taken to the '**Disclosure Management Dashboard**'.
- The dashboard provides information on all the disclosures linked to your login, showing the disclosures and their assigned **EI number**, **Title** and **Stage** in the process.
- Under the **Manage** column you can see whether the disclosure can be edited by the 'pencil symbol' or 'viewed only' and this depends on the stage of the disclosure (see disclosure [workflow](#) for further information on the progress stages).

Disclosure Management Dashboard			
+ Add a Disclosure			
	Title	Stage	Manage
EI000462	Test Disclosure - Best Innovation Disclosure Tool Ever Conceived	Draft	
		Submission Accepted	
		Submitted	
		Draft	
		In Progress	

Frequently Asked Questions

Refer to the section with Frequently Asked Questions for more information on using the IDT.

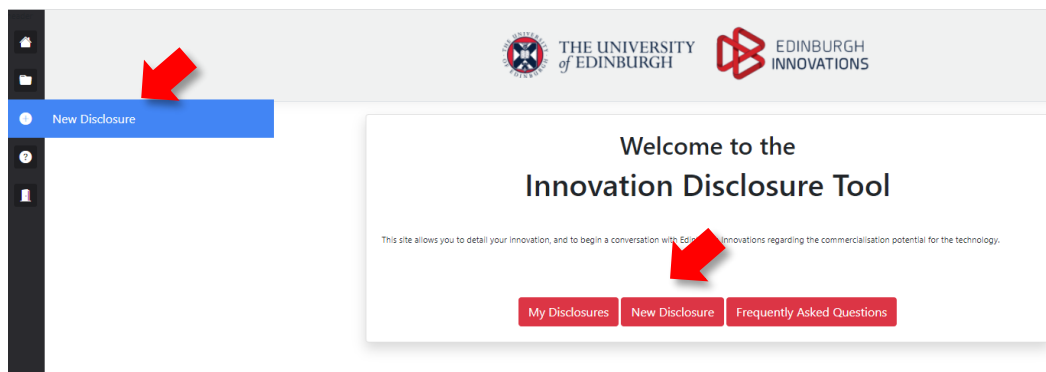


Frequently Asked Questions

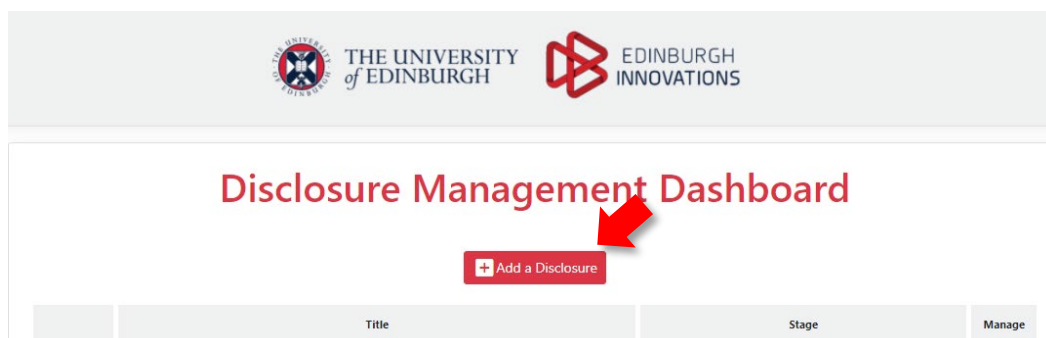
- How do I create a new disclosure?
- How do I navigate and complete the description of my innovation on the Innovation Disclosure Tool website?
- How do I submit the form once it is completed?
- Why do you refer to innovation rather than invention?
- Why then is there an "inventor" section that needs to be completed?

New Disclosure

To add a new innovation disclosure click on the 'New Disclosure' button on the 'Disclosure Home Page' or by selecting the + sign on the left of the screen.



You can also add a new disclosure on your 'Disclosure Management Dashboard' by clicking the 'Add a Disclosure' button.





□ STEP 1 – CREATING A NEW INNOVATION DISCLOSURE

- To create a new disclosure you need to add an 'Innovation Name' that encapsulates your invention and answer the questions in the form below. Please use a compact title for clear identification only, rather than trying to fully capture the technology subject.
- Adding the relevant EI team contacts to the disclosure. When the Technology Transfer and Business Development contacts are added to the form, they will receive an automatic email notification and ***EI will subsequently contact you to support you with the disclosure process*** and entering further information as required.



New Disclosure

Innovation Name **Required**

0/255

A concise title that encapsulates your invention.

Does this innovation include any material/reagent elements?

Does this innovation include any software elements?

Are you already working with our team?

Business Development Team

If you have already discussed this innovation with colleagues from our Business Development team, please select them here.

Technology Transfer Team

If you have already discussed this innovation with colleagues from our Technology Transfer team, please select them here.

Please complete all required questions

STEP 2 – COMPLETING THE INNOVATION DISCLOSURE FORM

When a disclosure is created it is assigned a unique **EI identification number** that identifies the disclosure form in the IDT. (e.g. EI0000050)

Tabs & Navigation

- The disclosure form has a number of Tabs that can be completed in stages, and **partial information can be saved**.
- You can navigate sequentially between tabs using the red arrows on the right, or alternatively, move directly to any section by clicking on the appropriate tab on the top. **Tabs that are not fully complete will show a red exclamation mark** until all mandatory information is entered on that tab.

- Answering some questions in the summary tab will cause new tabs to automatically appear on the form. For example, if you answer 'yes' to the question 'Does this innovation include any material/reagent elements' or 'Does this innovation include any software elements', new tabs will appear and you will be asked to provide further details.

Add Inventors & Contributors

- To add inventor(s) go to the 'Inventors and Contributors' tab and click on the + sign. The inventors are all the individuals responsible for **the intellectual input** behind the innovation being disclosed.
- It is often possible to identify various individuals who may have contributed to the innovation, but did not themselves innovate. If you want to reward these individuals, name them in the "Non-Inventive Contributor" section below the inventors.

E10000162: Test

Summary | Inventors and Contributors | Description | Funding | IP | Third Party Materials | Additional Remarks | Files

Inventors

Please list all the Inventors, including non-UoE collaborators, involved in your Innovation.

Who counts as an Inventor?

Name	User Type	Dept/Account	Permissions	Lead Inventor	Inventive Contribution	Donated Share	Final Inventor Share
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Total Inventor Contribution must add up to 100%. Current Contributions add to to: 0%

Non-Inventive Contributors

Would you like to recognise any Non-Inventive Contributors? **Required**

Select an option

What is a Contributor?

- To add a UoE Staff or Student inventor, **use the UoE UNN contact look up system** and this will automatically populate the inventor's contact details.
- Inventors from external organisations are added as "external" inventors.

Add Inventor

Search for UoE Staff or Student Inventors

Name

Search

Enter email address for External Inventors

Continue



- For external inventors, their external email address is entered as the contact email, and this email is then linked to the disclosure for login and electronic signature purposes.
- The contact emails entered for the inventors are used for all communications regarding the disclosure.

Add Inventor

Disclosure ID	EI0000162
Innovation Name	Test
Lead Inventor	

Email

Inventive Contribution

Contribution amount indicates the percentage that an inventor has helped in the creation of the invention. The total inventive contribution must equal 100% and this should include any non-UoE inventors. Royalty payment amounts are determined by contribution percentage.
Maximum Available Contribution: 100

Permissions

Assign 'Editor' permissions to those who can modify the disclosure. Those with 'Read-Only' access can see the document but cannot make changes.

Is this person the Lead Inventor?

There can only be one lead inventor for each disclosure who will act as our main contact.

- **Lead Inventor:** This *must be a member of staff* at the UoE and will serve as the main contact for the invention.
- **Inventive Contribution:** This represents the proportional contribution, expressed as a percentage, made by each inventor in the creation of the invention. The total inventive contribution must equal 100% and this should include the percentage contribution made by non-UoE inventors.
- **Permissions:** It is possible to specify which inventors have 'Editor' permissions, i.e. those who can modify the disclosure and those with 'Read-Only' access, i.e. those that can see the document but cannot make changes.



Uploading Documents

- You will be asked to upload documents to the disclosure form at various stages such as manuscripts, funding T&Cs, collaboration agreements or other files. To upload documents click on the '+' sign or upload button. Examples are shown below:

Draft Manuscript

Is there a draft manuscript detailing the innovation? **Required**

Yes ✓ ↕

Please complete this table with details of any draft manuscripts, including copies of any documents.

Description	Submitted	Submitted To	Submission Date
No Draft Manuscripts added			

Summary ⌵ | Inventors and Contributors ⌵ | Description ⌵ | Funding ⌵ | IP ⌵ | Third Party Materials ⌵ | Additional Remarks | Files

Funding

Was development of this innovation supported through specific funding sources? **Required**

Yes ✓ ↕

Please list every funding sources which has contributed to the invention.

Title	Funding Institution	Funder's Grant Reference	UoE Grant Reference	PI Name	PI Organisation	Start Date	End
No Funding Sources added							

Summary ⌵ | Inventors and Contributors ⌵ | Description ⌵ | Funding ⌵ | IP ⌵ | Third Party Materials ⌵ | Additional Remarks | Files

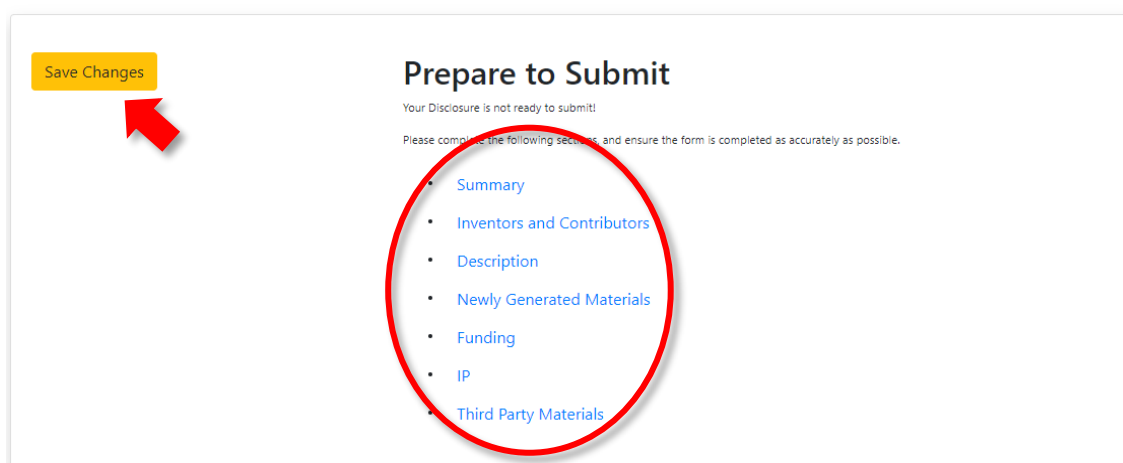
Files

Please upload any additional files that might help in the assessment of the innovation such as results, figures, data, diagrams, illustrations etc.

Title	Category	Description	Uploaded Date
No files uploaded			

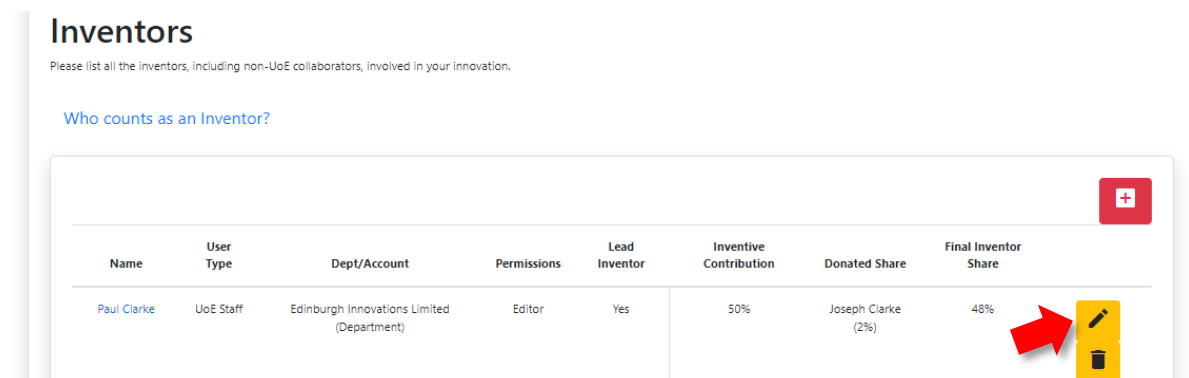
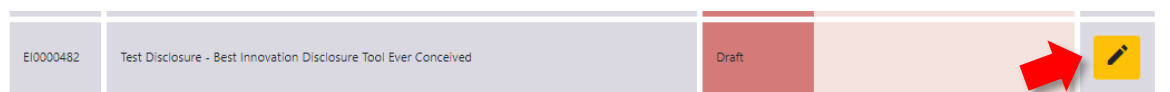
Saving the Disclosure Form

- As you enter information into the disclosure, this information **will be saved automatically as you move from tab to tab**. At the bottom half of the page of the disclosure form there is a box with the title 'Prepare to submit' that also allows you to 'Save Changes'.
- **Prepare to Submit:** This section of the form shows sections that are yet to be completed. The disclosure cannot be submitted until the "Required" fields in each section have been completed.
- You can save changes and return to the disclosure later to add more information.



Editing the Disclosure Form

- Return to the disclosure on your dashboard and edit the information entered into the draft disclosure form by clicking on the pencil icon. This will open the disclosure and enable you to continue to edit information in the tabs.



STEP 3 – SUBMITTING THE DISCLOSURE

- **When** all mandatory fields have been **completed**, the disclosure can be submitted to EI for consideration. To submit the form, return to the Summary tab, scroll to the bottom of the screen, and **press 'Submit for Review'**.

- A printable copy of the submitted form can be downloaded for your records by clicking on 'download the disclosure' button, either as a word document or a pdf.

DISCLOSURE IN PROGRESS

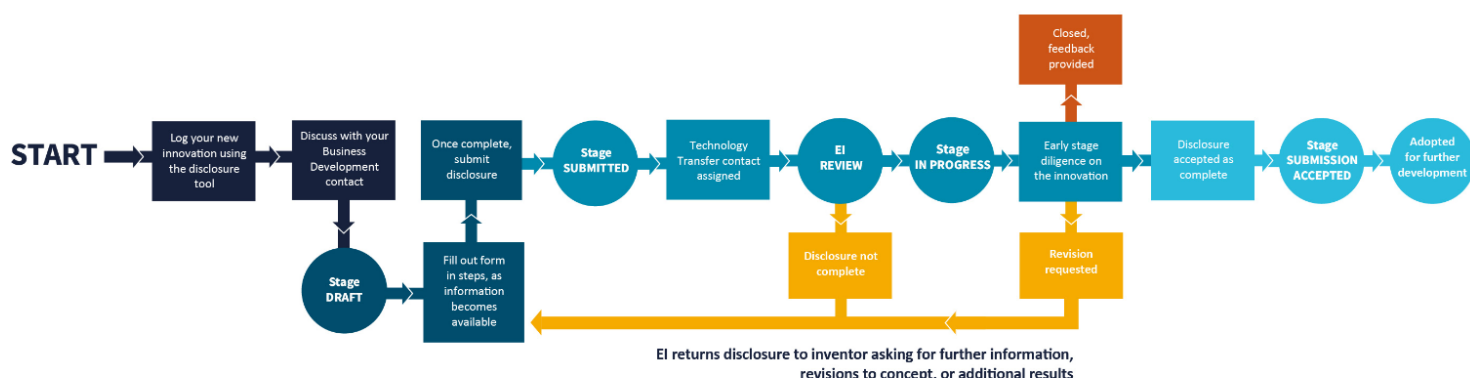
When a disclosure has been submitted and EI starts to review and to carry out the due diligence on the innovation disclosure, the **status will be changed to 'In Progress'**.

- Once the submission is received, the Technology Transfer Team will make an initial assessment and the Technology Transfer contact will contact you.
- Provided the information is sufficiently complete, an innovation disclosure interview will be organised to discuss the technology in more detail and consider commercial applications for the innovation. The completed disclosure form will aid these discussions.

DISCLOSURE SUBMISSION ACCEPTED

When a disclosure has been fully reviewed by EI and is **deemed complete**, the **status will be changed to 'Submission Accepted'**. The inventors will be notified and will automatically be asked to sign the form electronically and by doing so each 'Inventor' is declaring that the information submitted is true and accurate to the best of their knowledge, and that they have contributed intellectual input to the innovation and agree that the percentage attributed to them is reasonably representative of their contribution to the innovation.

THE INNOVATION DISCLOSURE PROCESS WORKFLOW



The 'Stage' of a disclosure, is the progress stage of the workflow in which each disclosure resides. The stages are **Draft, Submitted, In Progress, Submission Accepted** or **Closed**:

- **Draft:** a disclosure record has been logged and is in preparation but not yet submitted; a disclosure can also be in the draft stage if post-submission it has been returned to the inventor for additional input and changes
- **Submitted:** the disclosure has been submitted for review by EI Technology Transfer Team
- **In Progress:** the early stages of review and diligence on the innovation have started
- **Submission Accepted:** the disclosure has been reviewed and has been accepted as complete
- **Closed:** disclosure has been closed as it has not been adopted for further development or a decision has been made not to pursue it further; this is used when an inventor no longer wishes to pursue it or the decision is made in consultation between EI and the inventor

Once a disclosure is **submitted, in progress, submission accepted** or **closed** changes can no longer be made to the disclosure record unless it is set back to draft by the EI Technology Transfer Team.

B) ADDITIONAL GUIDANCE FOR BUSINESS DEVELOPMENT

Funding Sources & Agreements

- It is important to describe how the research has been funded in order to **establish the ownership of IP**. Information on all 'Funding Sources' should be completed in the 'Funding' tab. This should include listing all the funding sources and agreements used to support the work and uploading the T&C which will describe the IP terms
- **Funding Sources**, including Title, Funding Institution, Funder's Grant Reference, UoE Grant Reference, information on the PI and start and end dates should be included.
- **Grant documents** and **T&Cs** in relation to Intellectual Property (IP) should be uploaded
- **Collaboration agreements**, project proposals and any other relevant agreements should be listed and documents and **T&Cs** uploaded.

EI000482: Test Disclosure - Best Innovation Disclosure Tool Ever Conceived

Summary ▾ Inventors and Contributors ▾ Description ▾ Funding ▾ IP ▾ Third Party Materials ▾ Additional Remarks Files

Funding

Was development of this innovation supported through specific funding sources? **Required**

Yes ✓ ▾

Please list every funding sources which has contributed to the invention.

Funding Sources

Title	Funding Institution	Funder's Grant Reference	UoE Grant Reference	PI Name	PI Organisation	Start Date	End Date
Development of an Intuitive Innovation Disclosure Tool	BBSRC	BB/R003653/1	R40759	Paul Clarke	Edinburgh Innovations	09/11/2021	12/11/2021

Documentation

Documentation	Description	Uploaded
Collaboration Agreement - Executed.pdf	Collaboration Agreement Executed on 09-11-2022	08/11/2021
Funding Offer Letter and T&Cs.pdf	Funding T&Cs	08/11/2021
Project Proposal.docx	Submitted Project Proposal	08/11/2021

Commercial Interest

A summary of commercial opportunities / route(s) to commercialisation and who could potentially be interested in making use of their invention to create practical impact should be described in the 'IP tab' under the section 'Commercial Interest'



Commercial Interest

Are you aware of any companies that might be interested in this innovation? *Required*

Yes ✓

Please provide a list of any companies you think would be particularly interested in this innovation

Every University TT Office In the World

36/2000

← →

Third Party Materials

Material Transfers agreements, any other relevant agreements for **'Incoming Materials, Tools & Licenses'** should be included in the 'Third Party Materials' tab and documents and T&Cs should be uploaded

EI0000482: Test Disclosure - Best Innovation Disclosure Tool Ever Conceived

Summary ▾ Inventors and Contributors ▾ Description ▾ Funding ▾ IP ▾ Third Party Materials ▾ Additional Remarks Files

Incoming Materials, Tools & Licenses

Does this innovation incorporate or use any third party materials, tools or licenses? *Required*

Yes ✓

Have you received and used any materials from an external third party in the development of this innovation?

Incoming Materials, Tools and Licenses +

Title	Received From	Expand
cell line 2	Qiagen	✎ 🗑

Documentation	Description	Uploaded
Qiagen Incoming - MTA 2.docx	Terms Governing Using of Incoming Material from Qiagen	08/11/2021

Add another file +

← →

FURTHER INFORMATION

Please refer to the IDT Frequently Asked Questions: <https://innovation-disclosures.ei.ed.ac.uk/FAQ>

For queries and further information about this process, please contact the Technology Transfer Team: tech-transfer@ei.ed.ac.uk