



**The Cooper Innovation Center Inventor Portal**  
**How to Submit an Invention Disclosure**

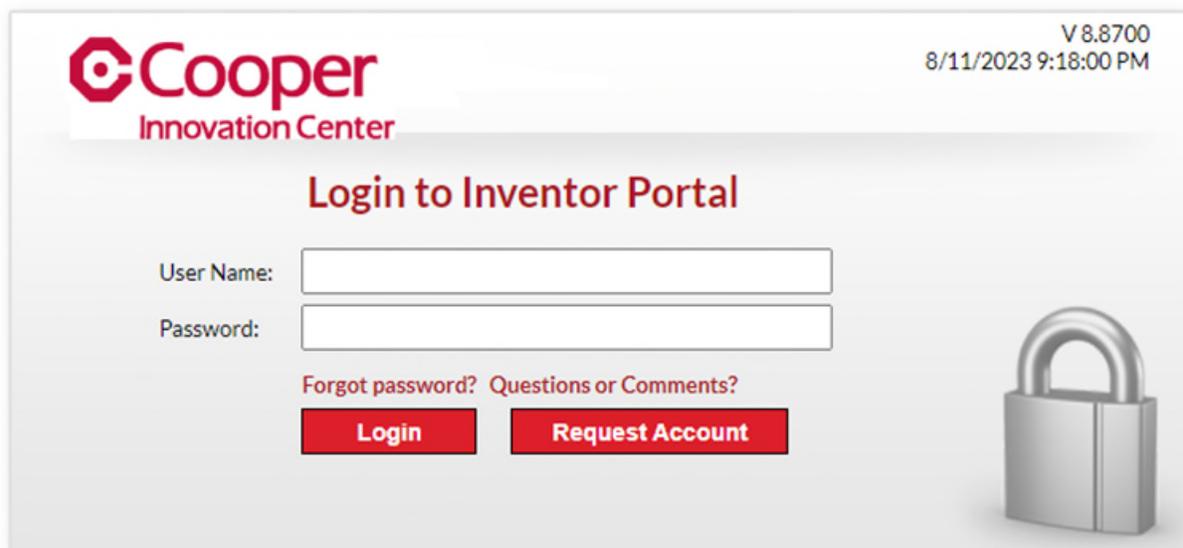
## Requesting an Inventor Portal Account

If this is your first time accessing the Cooper Innovation Center (CIC) Inventor Portal, you will need to set up an account within the system. Once your account is in place, you will have access to the CIC Inventor Portal and Electronic Invention Disclosure.

First connect to the Inventor Portal via the following link (also on the website):

<https://cooper.inteum.com/cooper/inventorportal>

You will be directed to this screen where you will “Request Account.”



The screenshot shows the Cooper Innovation Center Inventor Portal login interface. In the top left corner is the Cooper Innovation Center logo. In the top right corner, the version number 'V 8.8700' and the timestamp '8/11/2023 9:18:00 PM' are displayed. The main heading is 'Login to Inventor Portal'. Below this, there are two input fields: 'User Name:' and 'Password:'. Under the password field, there are links for 'Forgot password?' and 'Questions or Comments?'. At the bottom, there are two red buttons: 'Login' and 'Request Account'. To the right of the buttons is a 3D-style padlock icon.

Provide your Cooper email address.

## Request New Account

Please fill in the email address below to submit your request for a new account. If you have logged in to the internal system, you just need to verify your profile on the next page to create the account. Otherwise a verification email will be sent to the email address you provided.

Your Email Address:

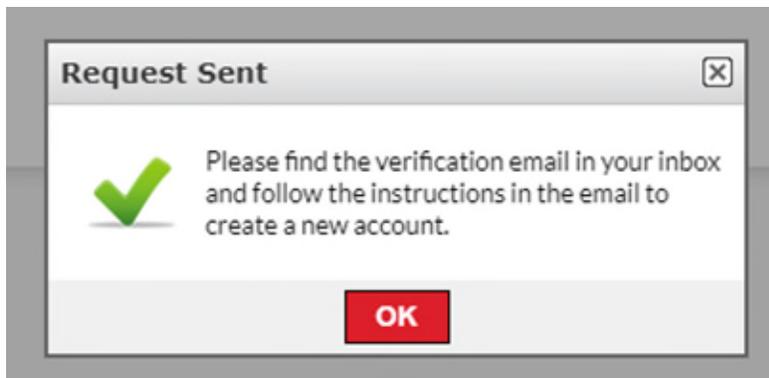


[Generate New Image](#)

 Type the code from the image

**Submit**

You will receive confirmation via a verification email to your inbox.



Click on the link in your inbox to proceed in creating your account.

## Create Account

Please confirm your contact information below or enter in the required fields to associate your account with a contact record.

Already have an account? [Login Here](#)

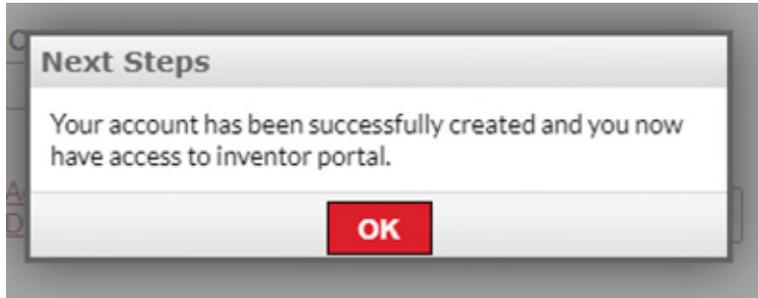
Please note that all fields marked with an asterisk (\*) are required.

User Name: *	Password: *		
<input type="text"/>	<input type="text"/>		
Gender: <input type="text"/>	First Name: * <input type="text"/>	Middle Name: <input type="text"/>	Last Name: * <input type="text"/>
Prefix: <input type="text"/>	Suffix: <input type="text"/>	Citizenship: <input type="text"/>	
Title: <input type="text"/>	Main Department: <input type="text"/>	<a href="#">Additional Departments</a>	Specialty: <input type="text"/>
Email Address: * <input type="text"/>	Type: <input type="text"/>	<a href="#">Remove</a>	
<input checked="" type="checkbox"/> Set as default email			
<a href="#">Add another Email</a>			
Phone Number: <input type="text"/>	Type: <input type="text"/>	<a href="#">Remove</a>	
<input checked="" type="checkbox"/> Set as default Phone Number			
<a href="#">Add another Phone Number</a>			
Address:			
Type: <input type="text"/>	<a href="#">Remove</a>		

### Notes:

- Provide your Cooper University Health Care email address and make sure that you have checked the box marked "Set as Default Email."
- Provide a phone number where you can be reached. It is important the CIC have a current and active phone number in which to reach inventors as we process your new invention disclosure.
- The CIC needs a USPO mailing address. A mailing address will help CIC by having another means by which to contact you should any paperwork need to be delivered to your attention via traditional mail. Additionally, the system will ask you to "add another address." CIC requests that you also provide your residential address. If you choose not to add your residential address at this time, a representative of CIC will contact you in the future for your residential address as it is required by most government patent offices in order to file a patent application.

Once you have completed filling out the account fields, press the “Create an Account” button. A prompt labeled “Next Steps” will appear to tell you that your account has been created and that you now have access to the inventor portal.

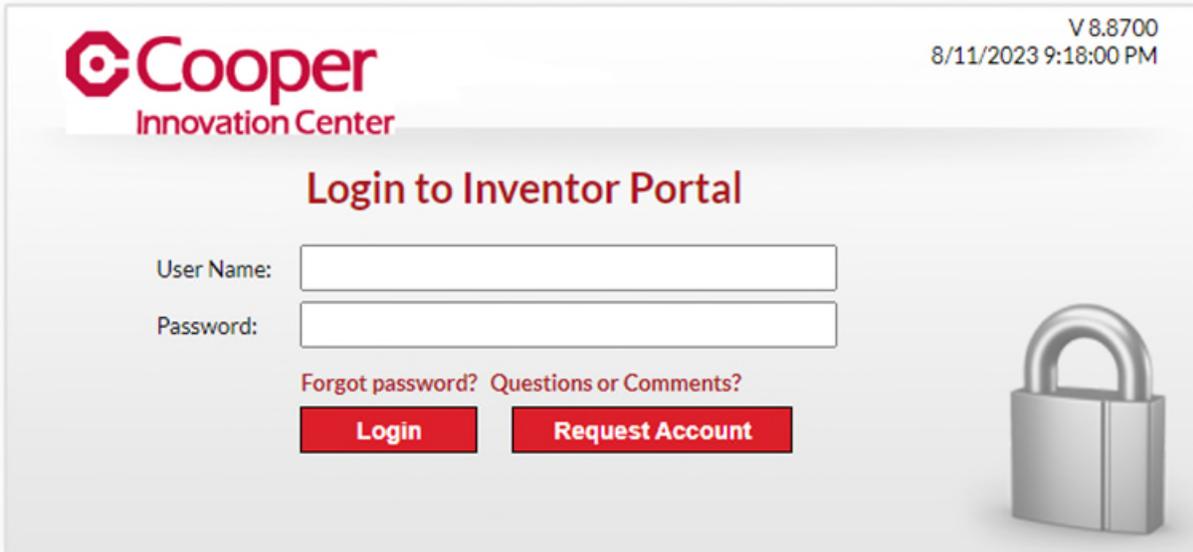


Click OK.

Congratulations! You now have access to the CIC Inventor Portal, and you can submit new inventions via the electronic disclosure form.

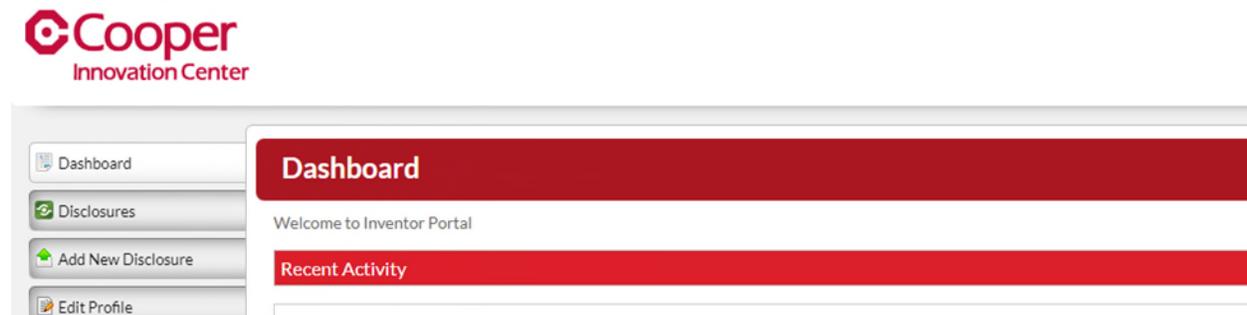
## The Dashboard and Your Disclosures

Log into the Inventor Portal.



The screenshot shows the login page for the Cooper Innovation Center Inventor Portal. At the top left is the Cooper Innovation Center logo. At the top right, it displays 'V 8.8700' and '8/11/2023 9:18:00 PM'. The main heading is 'Login to Inventor Portal'. Below this are two input fields: 'User Name:' and 'Password:'. To the right of the password field is a large padlock icon. Below the input fields are two links: 'Forgot password?' and 'Questions or Comments?'. At the bottom are two red buttons: 'Login' and 'Request Account'.

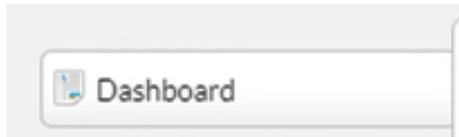
Welcome to the CIC Inventor Portal and to your Dashboard View. From your Dashboard view, you can view your most recent activity. You can quickly access any disclosures you have in draft, access completed disclosures awaiting CIC confirmation of your submission, or review the disclosures you have previously submitted to CIC. You can also add new disclosures from your dashboard, edit your profile if any of your contact information has changed, submit feedback, and log out of the portal when you are done.



The screenshot shows the dashboard view of the Cooper Innovation Center Inventor Portal. At the top left is the Cooper Innovation Center logo. Below the logo is a sidebar with four menu items: 'Dashboard', 'Disclosures', 'Add New Disclosure', and 'Edit Profile'. The main content area has a red header with the word 'Dashboard' in white. Below the header, it says 'Welcome to Inventor Portal'. There is another red header below that with the text 'Recent Activity' in white.

**From the dashboard of the inventor portal, you can:**

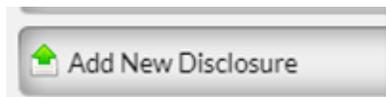
- Return to the front page of your dashboard at anytime from anywhere else within the inventor portal.



- Take a look at your past disclosures



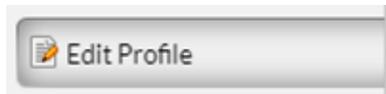
- Add a new disclosure to the system through the inventor portal.



- Review disclosures that you are still working on prior to submission

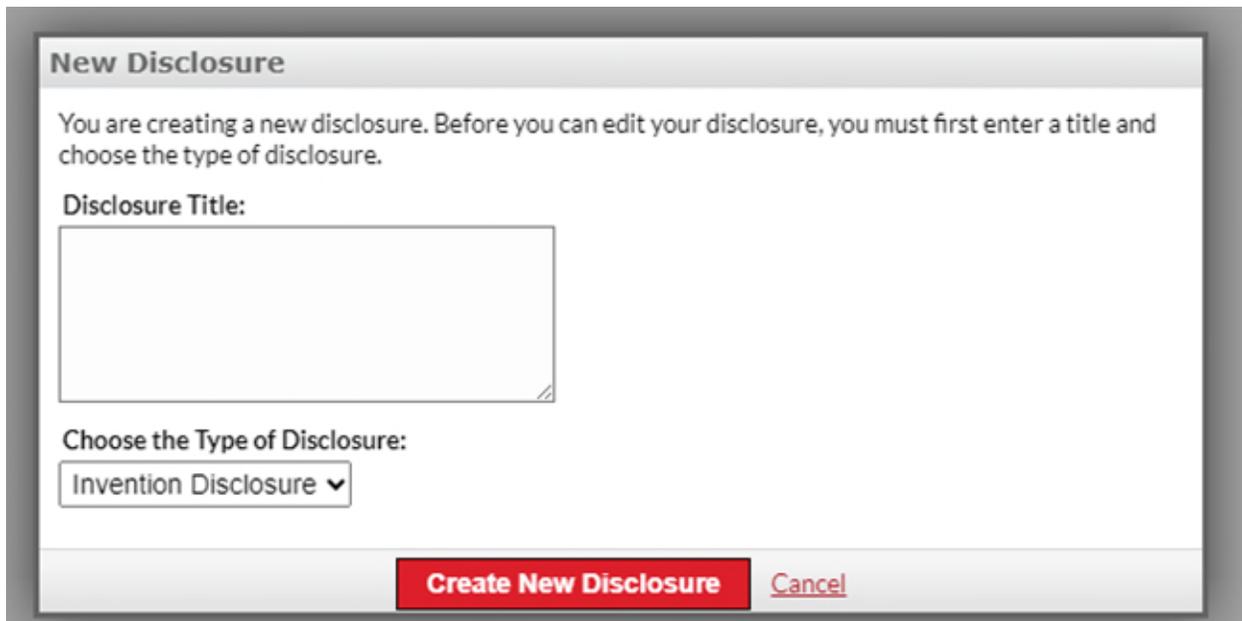


And update your profile with new contact information.



## Adding Your New Disclosure

From your dashboard you can click on the “Add New Disclosure” button to begin the process of submitting a new invention disclosure to CIC. Selecting “Add New Disclosure” will launch a “New Disclosure” popup. Type in the title of your invention and press the “Create New Disclosure” button to launch the electronic disclosure form. There is no need to change the “Type of Disclosure” as the type of disclosure is defaulted to “Invention Disclosure.”



The image shows a screenshot of a web application popup titled "New Disclosure". The popup has a light gray header with the title "New Disclosure". Below the header, there is a message: "You are creating a new disclosure. Before you can edit your disclosure, you must first enter a title and choose the type of disclosure." Underneath this message, there is a label "Disclosure Title:" followed by a large, empty text input field. Below the input field, there is a label "Choose the Type of Disclosure:" followed by a dropdown menu. The dropdown menu currently shows "Invention Disclosure" with a downward-pointing arrow. At the bottom of the popup, there are two buttons: a red button labeled "Create New Disclosure" and a blue button labeled "Cancel".

The electronic disclosure is made up of numerous sections, the core which is the “Inventors” and “Invention Details” sections, the crucial “Funding/Grant” sections, “Prior Art,” “Documents,” and “Remarks.” You want to be sure to upload with your disclosure any specifications and mechanicals related to the disclosure at this time.

Each section of the electronic disclosure is easily accessed. You can open or close each section by clicking on the red title bar for each section.

**Disclosure**

Save As Draft
Download As PDF
Download As Word

Disclosure Type:

Status:

Invention Id:

Disclosure Title:

Tech Id:

**Draft**

This disclosure is in draft status. When you are finished editing, Submit the disclosure for administrator review using the button below.

Save As Draft  
Submit for Review

**Introduction**

**Introduction**  
 This Invention Disclosure form is an important legal document and care should be taken in its preparation. The information is submitted pursuant to *Intellectual Property and Confidential Information Agreement/Patent Policy 2.125* and will be evaluated by the Office of the Cooper Innovation Center to determine whether legal protection should be sought for the disclosed invention and/or commercialization pursued. If you require assistance, please contact the Cooper Innovation Center at (856) 342-2786.

The DOCUMENTS section is located at the end of this form.

**Inventors**

**Inventor Information**  
 List as inventors those individuals who contributed to the conception of the invention. The Lead Inventor (Role Type) will be our primary contact.

Conception involves conceiving the means to accomplish the desired result. Thus, persons who contributed to the invention by conceiving physical structure or operative steps would be considered inventors. Persons who merely suggested an idea of the result to be accomplished without providing any means of achieving the result would not be considered inventors. Persons who merely acted under the direction and supervision of the conceivers without exercising inventive skill of their own are not considered to be inventors. Include any inventors who are not employees of Cooper University Health Care.

Add Inventor

First	Middle	Last	Permission	Address	Manage
Morgan	G	Barr	Editor		<a href="#" style="color: red; font-size: 8px;">Edit   Delete</a>

## The Inventors Section

First time users, click “Add Inventor”

**Inventors**

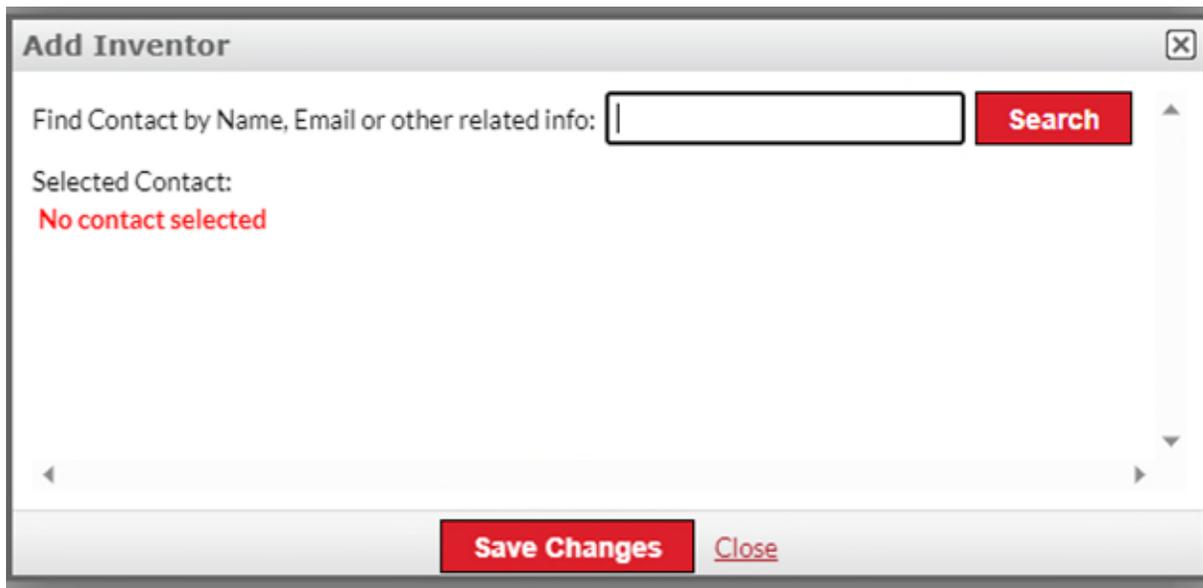
**Inventor Information**  
 List as inventors those individuals who contributed to the conception of the invention. The Lead Inventor (Role Type) will be our primary contact.

Conception involves conceiving the means to accomplish the desired result. Thus, persons who contributed to the invention by conceiving physical structure or operative steps would be considered inventors. Persons who merely suggested an idea of the result to be accomplished without providing any means of achieving the result would not be considered inventors. Persons who merely acted under the direction and supervision of the conceivers without exercising inventive skill of their own are not considered to be inventors. Include any inventors who are not employees of Cooper University Health Care.

Add Inventor

First	Middle	Last

Type your last name in the search box.



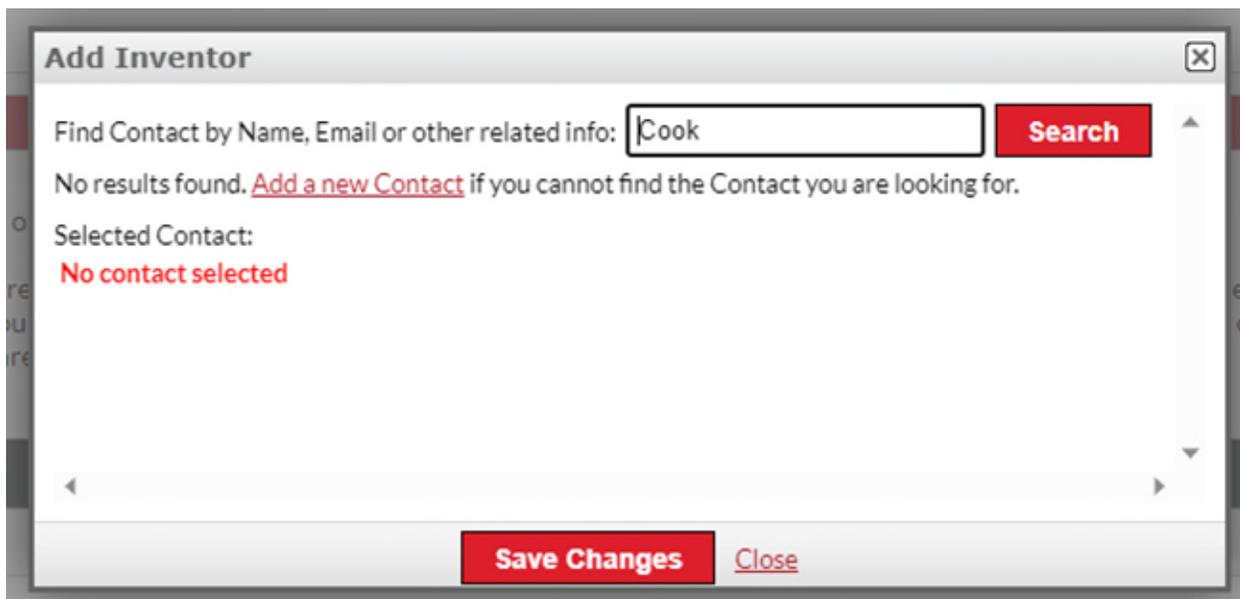
**Add Inventor** [X]

Find Contact by Name, Email or other related info:  **Search**

Selected Contact:  
**No contact selected**

**Save Changes** [Close](#)

If you are not in the system yet, click on “Add a new Contact.”



**Add Inventor** [X]

Find Contact by Name, Email or other related info:  **Search**

No results found. [Add a new Contact](#) if you cannot find the Contact you are looking for.

Selected Contact:  
**No contact selected**

**Save Changes** [Close](#)

You will add your contact information into the system. Be sure to scroll to the bottom of the document. Hit “Save Changes” once completed.

Note: If you are working with other inventors on this invention, please add them and their information at this time.

**Add Contact**

Gender:  First Name: \*  Middle Name:  Last Name: \*

Prefix:  Suffix:  Citizenship:

Title:  Main Department:  [Additional Departments](#) Specialty:

Find your Company by Company name:  **Search**

Selected Company:  
No company selected

Email Address: \*  Type:  [Remove](#)

Set as default email  
[Add another Email](#)

Phone Number:  Type:  [Remove](#)

Set as default Phone Number

**Save Changes** [Close](#)

## The Invention Details Section

The Invention Disclosure, Inventors and Invention Details sections of the electronic disclosure are the core of this form. Within these sections, answers are sought for a detailed description, as well as the names of the principal inventor, and the primary contact for your disclosure.

## The Funding Support and Grant Sections

Within the Funding section of the electronic disclosure, CIC needs you to communicate any sponsored funding or grant support that was used in the development of your invention,

## Background Literature/Patents and Prior Art Sections

If you have conducted a literature, patent search, or a prior art search, this is where the information should be uploaded and included.

## **Commercialization Potential**

This section should be filled out to determine interest in consideration of a startup opportunity or to commercialize this material. Be specific and thorough in your responses.

## **The Documents Section**

In the documents section you can attach any documents which you want to disclose to CIC along with your electronic disclosure. This can be particularly helpful if you have a manuscript or abstract which you want to include. Browse your local drive for the content you want to include, open the file and then save changes. The document appears in the "Uploaded By" area.

## **Remarks Section**

The "Remarks" section is a free text area where inventors can communicate with one another or with CIC regarding their electronic invention disclosure. To make a remark, type within the field entitled "Add a Remark." To save your remark, press the "Save Remark" button.

Once a remark is saved, it is sent by automatic email to the inventors that were named within the Inventors Section as well as to the CIC administrator. The remark is also saved as a comment on the electronic disclosure form.

## **Other Important Features When Adding a New Disclosure**

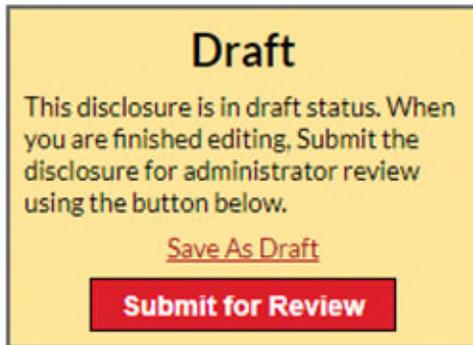
There is a button on the form entitled "Download as PDF" (at top of Disclosure form). This feature allows you to save your work as a PDF document which you can retain for your own records. You can create a PDF of your work at any time during the process.

You may have noticed at both the top and the bottom of the Electronic Disclosure page, where is a button labeled "Save as Draft." This allows you to save your work at any time. You can choose to save your work, log out of the system, and come back to it at another time. You must also press the "Save as Draft" button when you have completed your disclosure, and you are ready to submit it to CIC.

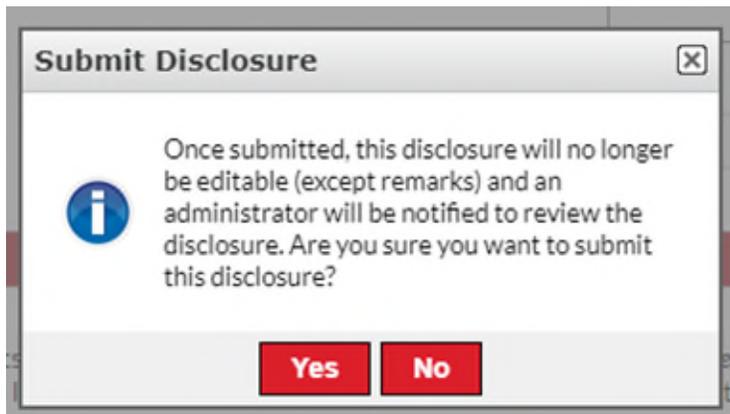
Your next step will be to "Submit for Review."

## Submitting Your New Disclosure

As you fill out your new invention disclosure, remember to save your work frequently including when you are preparing to submit to the CIC. When you are ready to submit your invention, you can find the “Submit for Review” button in the top right corner within a colored status box which reads “Draft.”

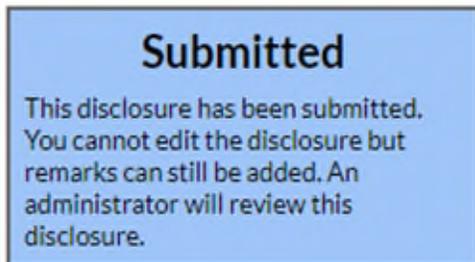


Upon pressing “Submit for Review,” a popup will appear to alert you that if you choose to submit your disclosure you will no longer be editable, with the exception of remarks. Choosing “No” will return you to your draft disclosure where you will retain the ability to edit until you are ready to submit.



Choosing “Yes” will push your disclosure through and send a notification email to the CIC administrator alerting him/her that a new disclosure has been received. Emails will also be delivered to each named inventor(s) alerting each that the invention disclosure has been submitted. There will also be a direct link provided to review your invention disclosure at any time.

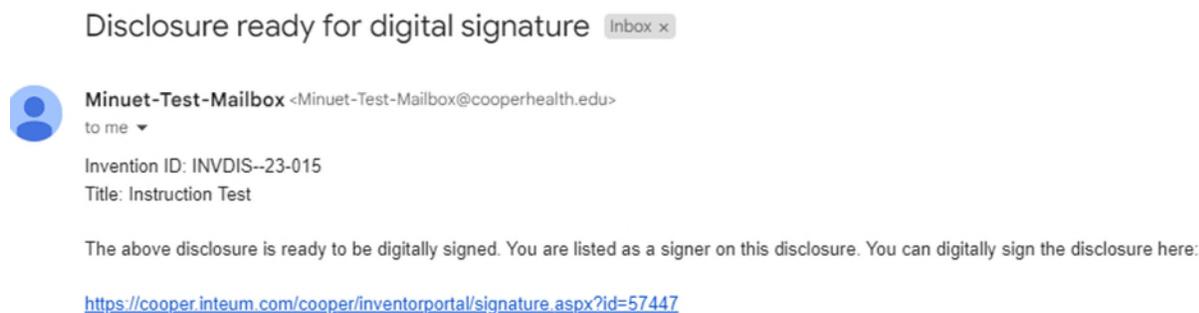
Once you have submitted your disclosure, the colored box in the top right corner will read “Submitted” and will have changed to the color blue. An email will have also been delivered to the CIC administrator to alert them of your new submission. An additional email will be delivered to each of the named inventors alerting each inventor that the disclosure has been submitted and providing a direct link to review your invention disclosure at any time.



The Administrator will conduct a brief administrative review of your new submission and the administrator will then “approve your disclosure is ready” for you and the other inventors’ signatures.

The next step in the process of submitting your new invention disclosure through the inventor portal will be the “signing of your disclosure” by each eligible CIC inventor. The system will automatically email each CIC inventory informing them of the successful submission and requestion their signature.

You will receive an email that looks like this:



When you click on the provided link in the email, you will be directed to login to the Inventor Portal.

The Inventor Portal screen opens to the Disclosure Digital Signing:

## Disclosure Digital Signing

This page allows you to digitally sign a disclosure and accept the final approved changes to the disclosure. You will enter your

### Disclosure Details

Invention ID: INVDIS--23-019  
Disclosure Title: Drawing tool  
[View Full Disclosure Details Here](#)

### Inventors

Name	Permission	Title
Morgan G. Barr	Editor	

### Signature Terms

Read the terms below carefully, then check the box to agree to these terms:

FOR INVENTORS EMPLOYED, APPOINTED, OR ENROLLED AT COOPER UNIVERSITY HEALTH CARE AT THE TIME OF INVENTION. In accordance with the Intellectual Property Policy 2-125, acceptance of which is required by health system policy as a condition of employment, appointment, and/or enrollment with the health system, I hereby assign and agree to assign all right, title, and interest in the disclosed

By digitally signing this document, I agree to the terms listed above and the disclosure information presented.

Morgan G. Barr

**Sign this Disclosure**

Click the box “By digitally signing this document, I agree to the terms listed above and the disclosure information presented.”

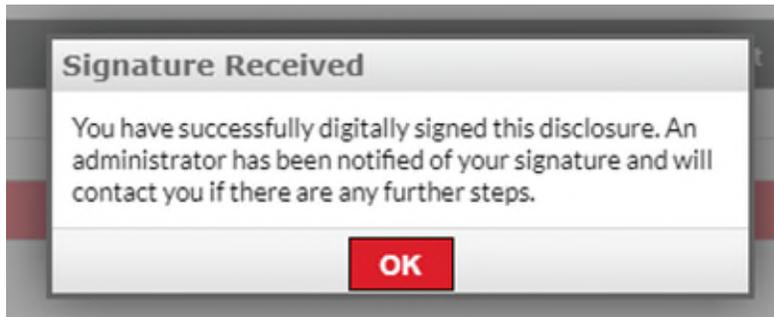
Then, type your name in the space provided. Then click “Sign this Disclosure” button.

By digitally signing this document, I agree to the terms listed above

Morgan G. Barr

**Sign this Disclosure**

You will receive the following message. Click OK.



When you go back into your disclosure, you will now find in the top right corner "Approved" in a green box.



It is imperative that when the email delivers regarding the signing and execution of the invention disclosure that the inventor follow the link and sign the new invention disclosure for themselves because a digital signature on an invention disclosure is an assignment of the invention to Cooper University Health Care under the Patent Policy (Policy 2.125).

If you have any questions about submitting your new invention disclosure, please feel free to contact the CIC Invention Disclosure Administrator, Cheryl Young at 856.342.2786.