

Submit new invention disclosures electronically

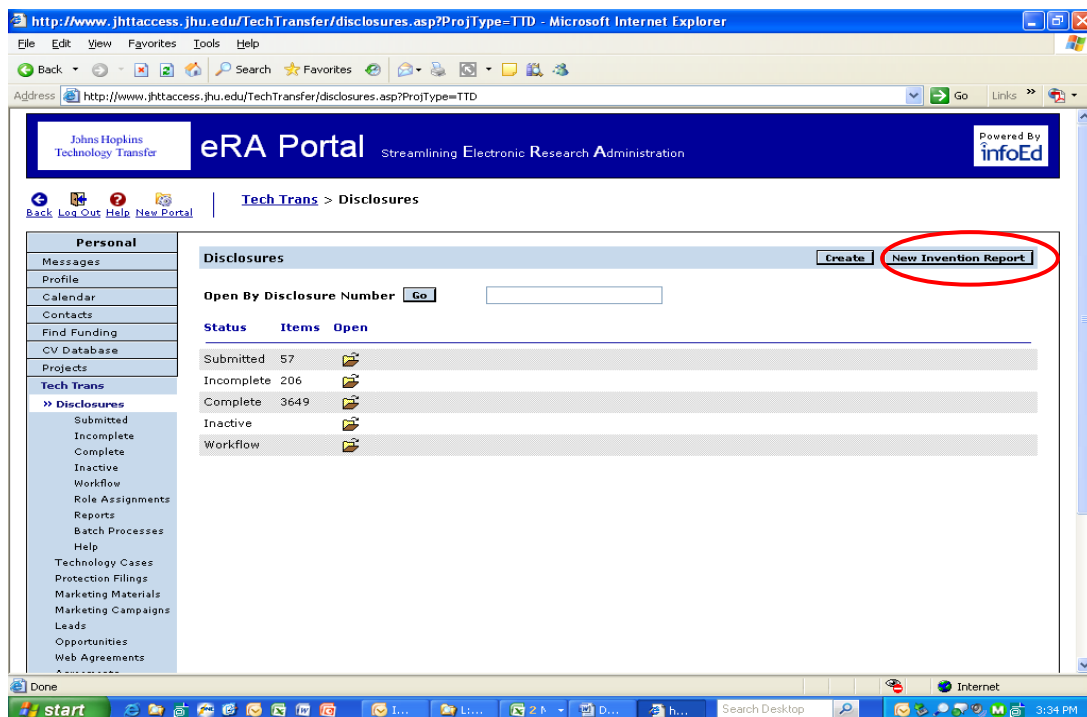
As we continue to expand the capabilities of our Technology Transfer Data System, we are pleased to announce the new ability for faculty to be able submit new invention disclosures electronically to our system. This new feature will allow you to fill out your invention disclosure online and submit it in real time directly to Technology Transfer. When you have completed an electronic submission, you can save a copy for your own records using the built in Adobe Acrobat Save Function.

For assistance in learning how to use this new system feature, please contact Jason Paradis in our office. Jason can be reached at 410-516-6514 or at jpparadis@jhmi.edu.

For the moment the faculties' signatures and assignments must continue to be executed by hand. From your electronic disclosure you can open and choose to print out the signature and assignment pages for execution, sign and date them, than mail them to us here at Johns Hopkins Technology Transfer to be added to your disclosure's record.



To access this feature:

- Visit our web site at www.techtransfer.jhu.edu and choose "Access the JHTT Data System". A concise user's manual and other helpful information is available on the resulting page to assist the faculty in the use of the JHTT Data System.
- At the bottom of the page you can reach the Data System by clicking on the link "Access the JHTT Data System here."
- On this page select "Login" on the left hand side and input your JHED identification and password.
- Select the Tech Trans application and then Disclosures using the application list on the left side of the page. Once the disclosures screen opens, select "New Invention Report" on the right side of the screen (see below).



The screenshot shows the eRA Portal interface. The browser address bar displays <http://www.jhttaccess.jhu.edu/TechTransfer/disclosures.asp?ProjType=TTD>. The page header includes the Johns Hopkins Technology Transfer logo and the text "eRA Portal Streamlining Electronic Research Administration". The navigation menu on the left includes "Personal" and "Tech Trans" sections. Under "Tech Trans", "Disclosures" is selected. The main content area shows a "Disclosures" section with a "Create" button and a "New Invention Report" link circled in red. Below this, there is a table with columns "Status", "Items", and "Open".

Status	Items	Open
Submitted	57	
Incomplete	206	
Complete	3649	
Inactive		
Workflow		

- This will bring up a screen with 2 options, the first is “New Invention Report” this is the option you must select to continue. The second option “Copy from Existing Invention Report” is for internal use and should be ignored.
- Select the name of the principle investigator from a pull down list and input the title of your invention. Once the title and PI are in place you will be lead to a screen that shows (at the top) the assigned JHU Reference for your disclosure, The PI’s name and the chosen Title of the invention.
- Beneath the Title you will see a section called “Components for Disclosure” with an empty Report of Invention form ready for your input and a link named “Add Institution Forms/Supporting Documents”. The link will open a screen where if you have them can import supporting documents from your own computer to the Data System to supplement your disclosure.
- Back on the “Component for Disclosure” screen click on the Edit  Icon to begin filling out your electronic Report of Invention. Once your electronic disclosure is completed check off the box next to the word “Complete” at the top of your electronic Report of Invention allow the system to save and then close out the document.
- Back on the “Component for Disclosure” screen Click on the Submit button  and input your JHED ID and password one last time. This will open up a screen showing the names of the Tech Transfer administrator(s) who will be notified of your new disclosure, press submit on this “routing” screen to alert the administrator(s) and to complete your submission.

Jason will be happy to help as you learn to use this exciting new feature. Please feel free to contact him.

Sincerely,

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