

Online Invention Disclosure Guide

Click [here](#) to get started, then reference the following pages for additional instructions.



SELECT YOUR CAMPUS

Make your selection based on your campus of employment.

If you are dually appointed, you will choose the campus of your primary appointment.

Login

You have been logged out.

Username

Password

[Login](#)

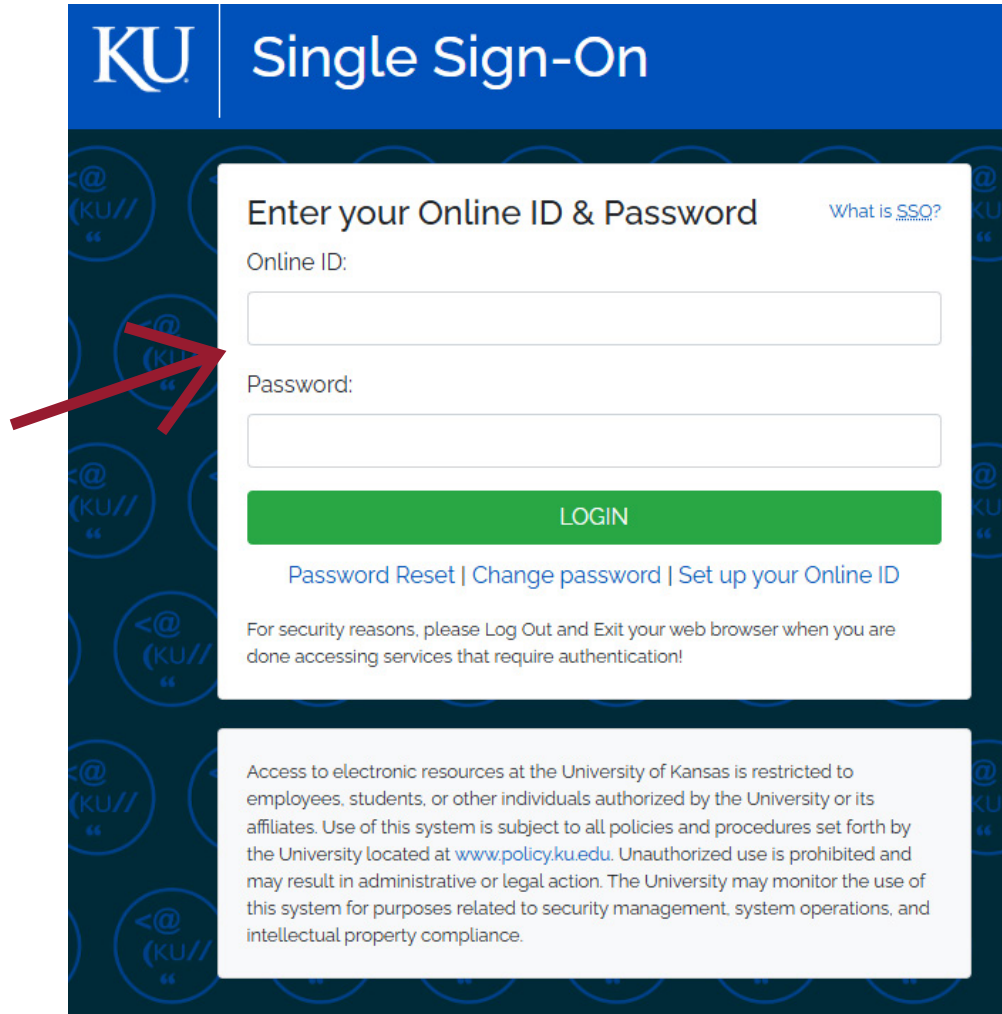
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SINGLE SIGN-ON

You will be routed to the SSO page to log-in using your KU or KUMC credentials.

If you can log-in, you've passed the first test!



KU Single Sign-On

Enter your Online ID & Password [What is SSO?](#)

Online ID:

Password:

LOGIN

[Password Reset](#) | [Change password](#) | [Set up your Online ID](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at www.policy.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action. The University may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance.



Welcome,

Inventor Homepage

You have no Inventions in the system

Inventor Agreements

You have no Agreements in the system

Your Submissions

Tasks

- Creative Works Disclosure Form
- Research Tool Disclosure Form
- Software Disclosure Form
- Standard Invention Disclosure Form
- Customize Home Page

Once you've successfully logged-in, you should see this screen.

To the right, in the “Tasks” box, please select the type of disclosure form that best fits your needs.



New Submission: Software Disclosure Form

- PART I:
DESCRIPTION
OF THE
SOFTWARE
- PART II:
SOFTWARE
SPECIFICS
- PART III:
PUBLIC
DISCLOSURES
- PART IV:
SUPPORT,
MATERIALS,
& OTHER
OBLIGATIONS
- PART V:
CONTRIBUTOR
INFORMATION
- Submit

Survey Questions

* indicates a required field

Disclosing an invention is an early and important step in the technology transfer process - it helps document the intellectual property that you helped create and provides KUCTC with information relevant to the discovery/innovation/invention. This information will help inform KUCTC as we assess patentability, market potential, and other factors that are relevant to commercializing the invention. We strongly encourage you to submit an Invention Disclosure Form prior to any public disclosure (publication, poster, presentation, etc.) that could adversely affect the patentability of an invention. We recommend you complete an Invention Disclosure Form when i) something new and useful has been discovered or conceived; ii) when unusual, unexpected, or surprising research results have been found; or iii) you've developed/created something you believe to have commercial potential or use to others outside academia.

The Software Disclosure Form is divided into five sections; please fill out each part as completely as possible.

Part 1 - Description of the Software

Would you like instructions on completing this section? Click yes for more information.

- Yes
- No

Part 1 - Description of the Software – A good description is key to helping KUCTC's team understand your software.

1. Title: The title should be brief but descriptive; if you can avoid using jargon or acronyms, we appreciate it.
2. Software Description: Please describe the software to the best of your abilities. Key points to highlight when applicable include
 - a. What is the general purpose, problem, or challenge solved by the software?
 - b. What is the existing process, product, or way for solving the problem; where do those existing products or processes fall short?
 - c. How does the disclosed software improve upon the current state of the art or overcome existing disadvantages? Are there other advantages of the work you want KUCTC to be aware of?
 - d. What are the key new features of the software (in comparison to prior solutions or software)?
 - e. Any thoughts about how the end user of the work/tool would benefit from the invention are also welcomed.
3. Our innovators are also great resources as they are knowledgeable of their field and often have existing industry relationships. This optional information assists KUCTC in conducting its review of the disclosed invention. No additional research on the part of our innovators is expected, but if you have thoughts or ideas, we will happily accept them, including your ideas on how this newly disclosed invention may differ from similar existing technologies. If you harbor entrepreneurial interests yourself and are considering a startup company to advance the disclosed invention, it can be mentioned here.



As you fill out the form, you will be asked if you would like instructions along the way.

Clicking yes will provide you with details and guidance for each section.

The invention Disclosure Form is divided into four sections; please fill out each part as completely as possible.

Part 1 - Description of the Invention

Would you like instructions on completing this section? Click yes for more information.

- Yes
 No

1. Invention Title:*

asdfjsdlfj

2. Invention Description: *Provide a reasonably detailed description of the invention.**

asdjfljsdlf

3. Optional Information: *Please list any similar technologies, patents, or existing products you are aware of – including your own. Also please list any potential industry partners who may find the disclosed invention of interest. This information is appreciated but not required to disclose.*

Next

*Asterisks notate required fields



Submission Details

Track Code OI2025-00006
Submission Type Standard Invention Disclosure Form
Submission Status In Process

Create User

Modify User

Submission Questions

PART I: DESCRIPTION OF INVENTION

Would you like instructions on completing this section? Click yes for more information.

After completing each section of the disclosure you will see a summary of your input for review before final submission.

Should you need to make any edits, please click on the blue pencil icon located at the top of the page in the “Submission Questions” header. Do **NOT** use the back button in your browser. Clicking on the pencil icon will allow you to navigate back to any part of the disclosure form and edit your responses as needed.

Thank you for your submission!

Your disclosure has been automatically submitted to KUCTC. Once received, you will be sent a confirmation email and our licensing team will contact you with further instructions.

If you have questions, concerns, feedback, or need technical assistance, please email us at kuctc@ku.edu.