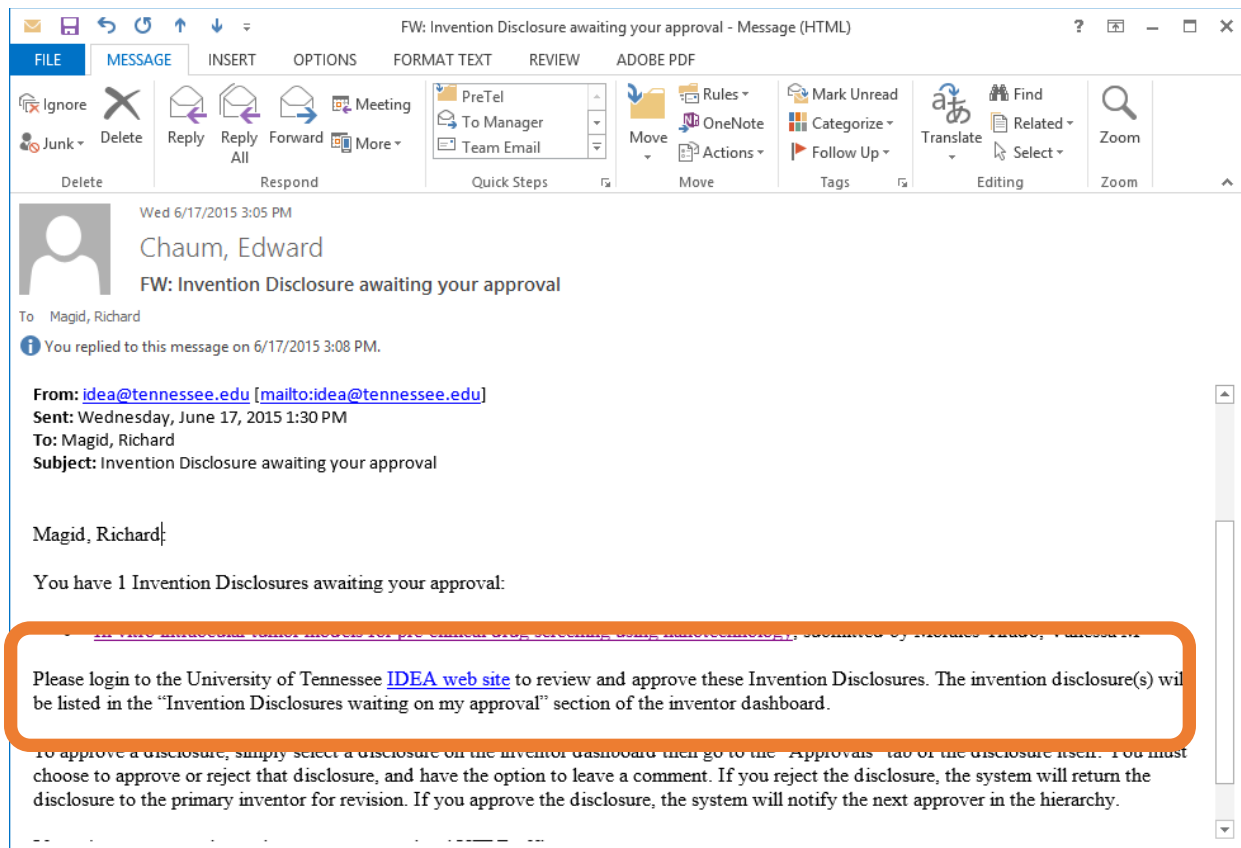




INVENTION DISCLOSURE
ENTERPRISE APPLICATION

APPROVER MANUAL

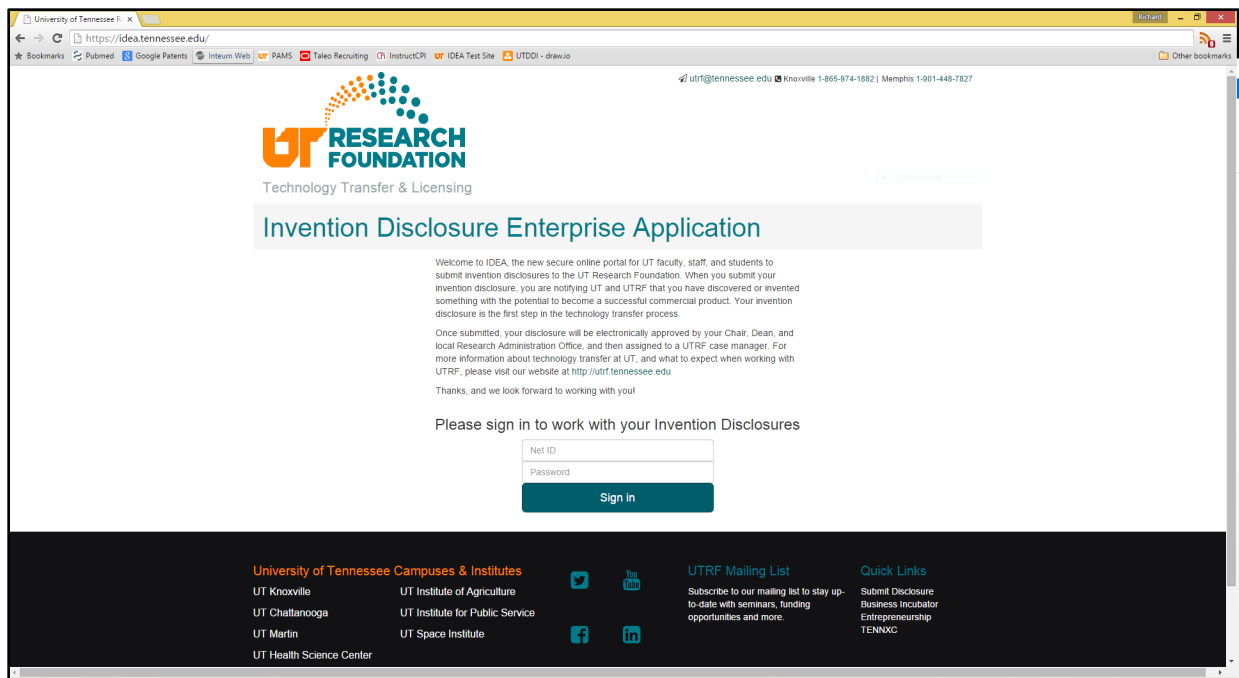
Step 1: Notification



Any time an invention disclosure is submitted in your unit, you will receive an email from idea@tennessee.edu indicating that you have one (or more) invention disclosures needing to be approved. Clicking on the link in the email will take you to the IDEA login page. Once you've logged in, you will be taken directly to the record for that invention disclosure.

Some units have multiple approvers. The notification email will go out to all approvers, but only one approver needs to take action.

Step 2: Log in to IDEEA























IDEA can be accessed by following the link in your notification email or directly at [IDEA.Tennessee.edu](https://idea.tennessee.edu). Log in to the secure system with your UT Netid and password.

The Dashboard

Invention Disclosure Enterprise Application

Invention Disclosures waiting on my approval

				Testing Modify Ability
				Test locking
				Chewing Gum
				Test single inventor signing
				Test approval

IDEA Dashboard

28 Draft**26** Routing**1** Completed

How to use the IDEA Dashboard

The dashboard provides a quick way for you to see organized lists of all disclosures submitted to UTRF via IDEA. Note that the IDEA application does not have access to past files, so no inventions that were submitted to UTRF on the old form will be visible on your dashboard. Please contact any UTRF staff member if you need a comprehensive list of your pre-IDEA inventions.

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Step 3: Approving or Rejecting an Invention Disclosure

▶ General

▶ Inventors / Contributors / Possible Inventors 1

▶ External Funding Sources / Sponsors 0

▶ Public Disclosures 0

▶ Attachments 0

▶ Allocation of Rights in the Invention 1

▼ Approvals

— University Oversight -


— PCIP Committee -

— Multidisciplinary Office - Krishnamurthy, Maha

— University-Wide Administration - Staton, Kevin

— Sr Vice President & CFO -

— UTSA ITS-Chief Info Officer -

—  Info Tech-Univ Wide Admin - Staton, Kevin; Wright, A J [Click here to Approve or Reject this Invention Disclosure](#)

+ Notifications 6

Show Approval History List

Notify Next Approver

After reviewing the information provided by the inventor(s), click onto the “Approvals” tab to indicate your decision. You may also see which other approvals have been given, or will be needed, using the “Show Approval History List” button.

Step 3: Approving or Rejecting an Invention Disclosure

Invention Disclosure Approval

Org. Unit: Info Tech-Univ Wide Admin - 50116224

Decision * ☒ Approved ☐ Rejected

Comments: Enter Comments

Approver: Staton, Kevin

Signature: No Signature Recorded

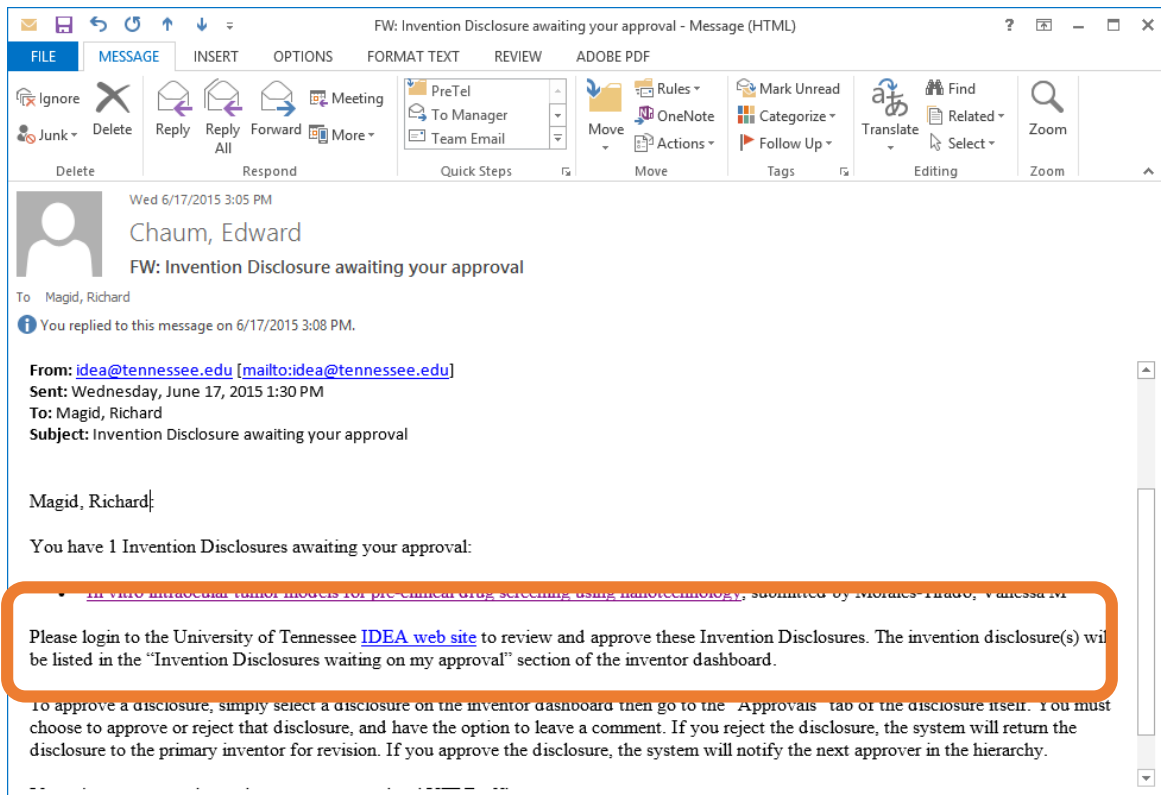
Add Decision Cancel

Indicate that you either “Approve” or “Reject” the invention disclosure. Adding a comment isn’t required, but is recommended in the case of rejections so that the inventors know what needs to be addressed.

Once you click “Add Decision” the disclosure will be immediately routed to either the next approver, or be sent back to the inventor(s) in the case of a rejection.

Approver Manual for IDEEA – the online portal for invention disclosures at the University of Tennessee

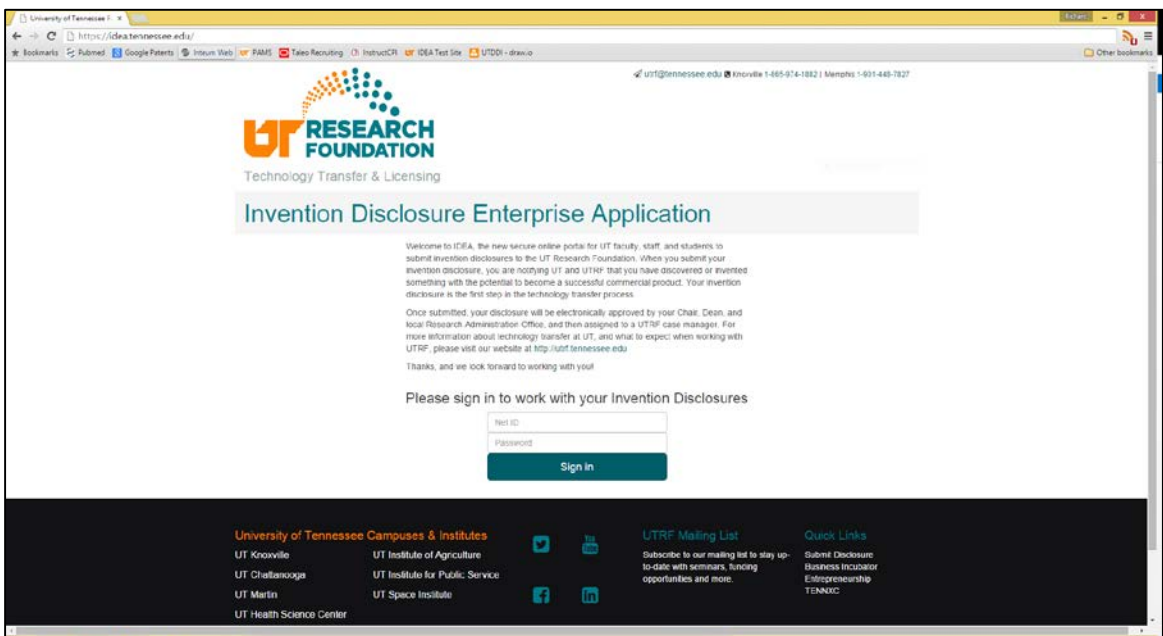
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28 Draft

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Step 3: Approving or Rejecting an Invention Disclosure

What to consider as an Approver:

- Is the list of inventors complete and correct?
- Did any inventors indicate that the invention was not part of their UT employment?
- Is it clear to you what invention is being disclosed?

Note: Don't reject an invention for being too early, not commercially relevant, or unpatentable. UTRF's evaluation process includes an assessment of the state of technology development and the market potential.