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 IDEA

IDEA can be accessed by following the link in your notification email or directly at IDEA.Tennessee.edu. Log in to the secure system with your UT Netid and password.
If you login to IDEA by clicking the link in an email notification you will be forwarded directly to the invention disclosure that generated the notification. But anytime you login to IDEA you can view the list of disclosures waiting on your approval in the upper left portion of the dashboard.
Step 3: Approving or Rejecting an Invention Disclosure

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

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 IDEA – the online portal for invention disclosures at the University of Tennessee
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The Dashboard

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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.