The UNLV Office of Economic Development accepts invention disclosure forms via our new Inventor Portal. You can access Inventor Portal at: https://unlv.inteum.com/unlv/inventorportal/

Inventor Portal User Guide for UNLV Faculty, Staff and Student Inventors

1) Create an Account
   a. Navigating to the Inventor Portal website will allow you to request a new account for submitting Disclosures.
   b. It should be noted that the form requires two addresses (this is required for official filing with the USPTO)

2) Log In
   a. Following confirmation of account access, you can now log in using your information

3) Add New Disclosure
   a. Begin by clicking on the Add New Disclosures tab on the Dashboard.
   b. Make sure to fill out the disclosure as thoroughly as possible. Note: You can save the form and return later to fill it out – you do not have to finish filling out the form all at once.

4) What Comes Next?
   a. You can track the status & ongoing remarks using the Disclosures tab on the Dashboard. The following statuses are explained:
      i. Submitted; Your disclosure is currently awaiting the review process.
      ii. Approved-In Review; Your disclosure has been approved and is in review.
      iii. Approved-Approved; Your disclosure has been approved!
      iv. Draft; Your disclosure has been sent back for further additions/details and you can find remarks in the Remarks tab.
   b. Following approval by the Office of Economic Development, you will be notified via the e-mail address you used to sign up with, to provide signatures to sign your disclosure.
   c. Following signing your disclosure, a UNLV Licensing Manager will contact you with further details regarding your exciting technology!

5) Administrative Support
   a. If you run into any issues, have additional questions, or would like to provide our office suggestion for improving Inventor Portal please email us at: innovation@unlv.edu