



GUIDE TO THE U OF T INVENTION DISCLOSURE FORM

Innovations & Partnerships Office | email: ip.disclosures@utoronto.ca

The [Inventions Policy](#) is used to record inventions made using U of T resources, funding and/or facilities. It is used to satisfy the Inventor's obligations under the Inventions Policy. Information will be kept confidential.

An invention is defined as something which is more than an idea, theorem or algorithm. In patent terms, it should be new, useful and not obvious. The Invention Disclosure should include data for preparation, fabrication or assembly of the invention, and results of its use. It should be narrowly defined so that it may be distinguished from other similar things that can be found in open or patent literature. The benefits and advantages of the invention should be stated in comparison to things that are already available.

SUBMISSION INSTRUCTIONS

Inventor Portal:

All invention disclosures must be submitted through the **Inventor Portal** that is part of VPRI's IP management system. The Portal is available to all University of Toronto faculty, staff, and students.

Step 1 – Set Up Your Account:

- If you are a new user, please request an account through the [Portal](#).
- Use your University of Toronto email address when registering.
- Please provide your **residential address** in case of future patent filings.

Step 2 – Create a New Disclosure:

- Log in to the [Inventor Portal](#).
- From the left-hand menu, select "Create a New Disclosure".
- Enter a title for your invention and click Create. A unique Disclosure ID will be automatically assigned.

Step 3 – Complete the Disclosure Form

- Fill out the Disclosure Form (explained below).
- Review all details carefully to ensure accuracy.
- Click Save to retain an editable draft.
- Click Submit when finished.

Step 4 – Review and Approval:

- IPO will review your disclosure for completeness.
- You may be contacted for clarification or additional information.
- Once approved, the status will change to "Approved" in the Portal.
- All listed inventors will then receive an email invitation to electronically sign the disclosure.

DISCLOSURE FORM EXPLAINED

FIELD NAME	INSTRUCTION	ADDITIONAL NOTES
Disclosure Title	Provide a brief, unique identification for the Invention	The title may become public . Do not reveal novel and useful features of the invention in the title.
Add Inventor	<p>You can search for an inventor by name or email if they're already in our system. <u>When selecting from the list, confirm that you've chosen the correct person.</u> There may be more than one "John Smith" at U of T. Check the e-mail address or department for verification.</p> <p>Select the appropriate access level for that inventor.</p> <p>For "contribution", the total contribution across all inventors must not exceed 100%. If unsure, enter "0".</p> <p>If the inventor isn't listed, click "Add a New Contact".</p> <p>Enter the inventor's first name, last name, and U of T-affiliated email. They'll receive an email prompting them to create a Portal account.</p>	All faculty, staff, students, or visiting scientists who used U of T facilities in creating the Invention and provided an <u>inventive contribution</u> must be listed here.
External Inventors	Name all Inventors who worked off U of T premises.	Includes cross-appointed faculty or other personnel at affiliated hospitals, who invented and did their work at the hospital, as well as collaborators at other institutions, agencies, or companies.
Contributors	Name all persons who made useful and valuable contributions to the Invention, but who do not qualify as Inventors.	Persons who worked solely following the instructions of their supervisor without contributing novel input to the Invention, or who simply tested or validated the Invention, do not qualify as Inventors.

<p>1. Location(s) of Work</p>	<p>Specify the department(s) at U of T in which the invention was created.</p> <p>Identify other locations external to U of T. Include contact information.</p>	<p>This information allows U of T to properly inform other parties about the disclosure (as per prior written agreements) and for subsequent negotiation of inter-institutional or joint ownership agreements.</p>
<p>2. Invention Description</p>	<p>Summarize the Invention, identifying its novel and useful properties. Attach a detailed description and as much data as is available showing that the Invention works for its proposed purpose.</p> <p>If the Invention is an improvement to a prior disclosure, identify it and explain why it is different.</p>	<p>This information is necessary to evaluate inventiveness, patentability, and potential for commercialization.</p>
<p>3. Software Component</p>	<p>Yes: If your invention involves software in any way (code, algorithms, app, embedded software, web platform, AI, etc.).</p> <p>No: If your invention is purely physical, chemical, or mechanical and doesn't rely on software.</p>	<p>The focus is on whether software is part of the invention, not on how it is implemented.</p>
<p>3. Third-Party Software</p>	<p>Yes: if any part of the software uses, integrates, or depends on third-party components, libraries, frameworks, or code that are distributed under an open-source license.</p> <p>No: if the software is entirely original or only uses components that are not governed by open-source licenses.</p>	<p><i>This question is displayed only if you selected "Yes" to the previous question</i></p> <p>This information is important for managing intellectual property rights and ensuring license compliance.</p>
<p>4. Use of AI</p>	<p>Yes: if any third-party AI or machine learning models were used at any stage of developing the invention.</p> <p>No: if no external AI models were used.</p>	<p>Third-party AI models include pre-trained models, tools, or services provided by external sources (e.g., OpenAI, Copilot, DeepSeek, ChatGPT5, etc.).</p> <p>This information helps assess potential intellectual property, data usage, and licensing considerations.</p>

<p>5. Dissemination</p>	<p>List any prior public disclosures, including the date each disclosure occurred.</p> <p>This can include any abstracts, oral talks, presentations, presentations, posters and/or publications.</p>	<p>Prior public disclosures may limit patentability in certain countries.</p>
<p>6. Future Publications</p>	<p>If you already know or anticipate when your invention will be published, presented, or otherwise made publicly available, indicate "Yes" and provide the expected date.</p>	<p>Public or non-confidential release of information may limit patentability in certain countries.</p>
<p>7. Funding</p>	<p>State accurately and completely the funding received which directly supported the research which led to the Invention.</p>	<p>Funding includes support for salaries and research materials. The sponsor, project title, and UTRA fund number are needed to locate the funding agreement and identify any legal encumbrances on the Invention. If appropriate, U of T will report the Invention to the funding sponsor.</p> <p>If you are unsure about any of these fields, please refer to UTRAC or contact your business officer.</p>
<p>8. Related Agreements</p>	<p>Identify any agreement governing the research that is not declared under Funding in 7.</p> <p>This can include Material Transfer Agreements (MTA), Inter-institutional Agreements (IIA), and/or Collaboration Agreements.</p>	<p>The Invention may be subject to the terms of any of these agreements. Specify the contractual party and the date so that the agreement can be easily identified. This information can be found in UTRAC (funded) or MRA (non-funded).</p>
<p>9. Patent Applications</p>	<p>Identify any patent or patent application already filed related to the disclosed Invention.</p>	<p>Include complete information including the kind (US Provisional, Canadian, PCT), filing number, title, and date of filing. Attach a copy at the bottom of the page.</p>
<p>10. Start-ups</p>	<p>If you plan to create a start-up to commercialize this invention, select "Yes."</p>	<p>This information helps IPO provide appropriate support, connect you with commercialization resources, and ensure your disclosure is managed properly.</p>
<p>11. Potential Partners</p>	<p>If you have identified any companies that might be interested in licensing or collaborating on this invention, select "Yes" and provide their names or details.</p>	
<p>Subscribers</p>	<p>Subscribers may be added to an invention disclosure record, so they receive email notifications about the progress of the disclosure until it is accepted. Subscribers do not need to be Inventors or Inventor Portal users; however, if they are Inventor Portal users, they will be able to view the disclosure record.</p>	<p>Please note that a "subscriber" can be added to an invention as a "preparer." While they can edit the form, they are not considered an inventor, and their signature is not required to finalize it. This is a useful option for administrative or research staff who are assisting the PIs.</p>
<p>Remarks</p>	<p>Use this space to add remarks or notes for your co-inventors and the Innovation Administrator.</p>	<p>Example: You have spoken with external inventors and/or their institution/company . It's OK for the IPO office to contact them.</p> <p>An email notification will be sent to co-inventors and the Innovation Administrator when a new remark is added.</p> <p>Please be aware that remarks made in this section may be visible to sponsors and patent firms. Avoid including personal or inappropriate information. Instead, if you need to communicate sensitive information, please communicate</p>

		directly to ip.disclosures@utoronto.ca
Documents	Upload any additional documents related to your invention, such as detailed descriptions, drawings, data, patents or supporting materials.	Allowed file size: 100 MB

If you need help completing the form or have any questions about using the Portal, please contact Lilia Smale at lilia.smale@utoronto.ca or 416-978-4521. If unavailable, please contact commercialization@utoronto.ca

If you need any assistance or require more information on the Invention Policy or the disclosure process, please contact the Innovation Administrator at ip.disclosures@utoronto.ca or 416-946-7342.