MANAGING OPT PATENTS & COPYRIGHTS

The patents/software copyrights application is used to create and maintain a history of your patents and/or software copyrights. Once entered, these references will be automatically auto-populated in your Promotion and Tenure template.

You can enter the patent/software copyright references yourself or assign a designee editor to enter them on your behalf. (To assign a designee editor, navigate to Nav Bar > Main Menu > Self Service >UF Faculty Promotion & Tenure, click Add/Update a Designee Editor and enter the UFID of your designee editor (an 8-digit number)).

This instruction guide describes how to add, edit, view and delete Packet patents/copyrights within the OPT module in myUFL.

NAVIGATION
Login into myUFL and navigate to:

Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure

Click the Faculty Activity link found at the bottom of the screen under the Track Ongoing Activity heading. Then click the Patents/Software Copyrights link.

ADDING PATENTS/SOFTWARE COPYRIGHTS

1. Click the Add a Patent/Software Copyright button.
2. Choose the type of patent/copyright from the Patent/Software Copyright Type dropdown list.
   Options are:
   a. Plant Patent
   b. Utility Patent
   c. Design Mark Patent
   d. Invention Disclosure
   e. Software Copyright
3. Enter the title of patent/copyright into the Title field.
4. Enter the description/significance into the Description/Significance field. Note that the limit is 1000 characters maximum.
5. Enter the patent application number in the Patent Appl No textbox field.
6. Enter the year the patent/copyright was filed into the Year Filed field.
7. Select the approval status in the **Approved** dropdown field.
8. Select the licensed status in the **Licensed** dropdown field.
9. Indicate the amount of revenue generated by the patent/copyright from the Revenue dropdown field.
   - **Options are:**
     a. None
     b. $1 – $50,000
     c. $50,001 - $100,000
     d. $100,001 - $500,000
     e. $500,001 - $1M+
10. Enter Inventor/Copyright Holder List Work Area data as needed.
11. **Scroll down**, if needed.
    - **NOTE:** Any previously added patents/copyrights will be listed.
12. Enter any appropriate notes into the **Notes** field. Check the Include box if you want the notes to appear when your list is printed.
13. Click the **Save** button.
14. Click the **Go to Patent/Copyright List** button.
    - **NOTE:** If you want to see your list as they will print in your template, or if you want the list for other purposes, click the View My Patents button.

**ADDING PATENTS/SOFTWARE COPYRIGHTS**
Patent/copyright references are listed in the Type and Title section. Clicking the Edit button will allow you to make any needed changes.

1. Click the **Edit** button.

2. Make any desired changes to the following items on the Change Patent/Copyright screen.
   - **Options may include:**
     a. Patent/Copyright Type
     b. Patent/Copyright Title
c. Patent/Copyright Description
d. Patent Application Number
e. Year Filed
f. Approved
g. Licensed
h. Revenue
i. Notes

3. Click **Save** when finished.
4. Click the **Return to Patent/Copyright** button to make further edits. Otherwise, click **Go to Patent/Copyright List** button to return Patent/Copyright screen.

**VIEWING ALL PATENTS/COPYRIGHTS**

Clicking the View My Patents button will display the full details of all of your patents/copyrights in an .rtf document in the P & T template format.

1. Click the **View My Patents/Copyrights** button.

2. Click the **Open** button if you get a open/save message window.

**NOTE:** You may need to disable your browsers popup blockers and enable downloads to successfully view the .rtf document.
DELETING PATENTS/COPYRIGHTS
Any patent/copyright that you no longer hold can be deleted.

1. Click the **Delete** button for each patent/copyright you wish to delete.

2. Confirm the deletion by clicking **Yes – Delete** on the Delete Confirmation screen. If you decide not to delete the patent/copyright, click **No – Do Not Delete**.

If you accidentally delete the wrong patent/copyright, add it back to your list of patents/copyrights by clicking the **Add a Patent/Software Copyright** button on the Patents/Software Copyrights page.