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 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. Select the desired process from the links below.

- Adding patents/copyrights
- Editing patents/copyrights
- Viewing all patents/copyrights
- Deleting patents/copyrights

Navigation

1. Log into my.ufl.edu with your Gatorlink username and password.
2. Navigate through Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure.
3. Click the Faculty Activity link found at the bottom of the screen under the Track Ongoing Activity heading.
4. Click 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.

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Editing a Patent/Copyright
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.

![Patents/Software Copyrights](image)

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

![Change Patent/Copyright](image)
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.

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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.

![Image of Patents/Software Copyrights page]

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**.

![Image of Delete Confirmation screen]

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.

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If you need help with...
- Technical issues, contact the UF Help Desk at 392-HELP(5275) or helpdesk@ufl.edu
- Policies and Directives, contact Academic Personnel at 392-2477 or http://hr.ufl.edu/academic/default.asp