UNIVERSITI TEKNOLOGI MARA

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(Penyelidikan & Inovasi)

USER MANUAL (VER. 1.1) – INTELLECTUAL PROPERTY

Portal for Research and Innovation Management (PRIME)

Intellectual Property Management Module

Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi)

PORTAL FOR RESEARCH AND INNOVATION MANAGEMENT (PRIME)

Intellectual Property Management

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Contents

1.0. LOG IN AS STAFF

1. Figure 1.1 below shows User Log In Interface.
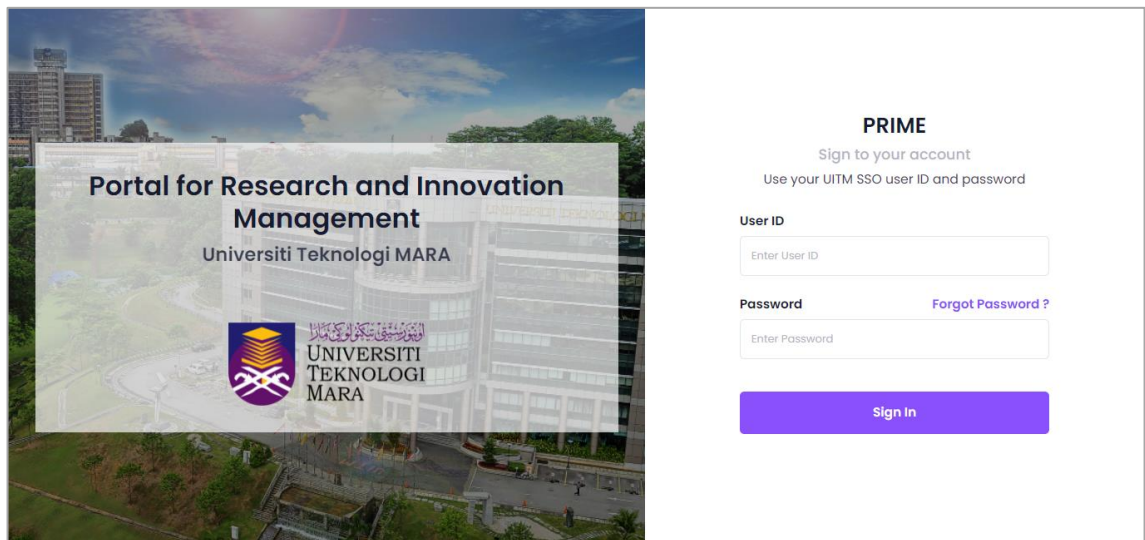

Figure 1.1 User Log Interface

2. To log in, user is required to use UserID and Password as UITM SSO.
3. Steps to log in are:
    a. URL: **https://prime.uitm.edu.my/**
    b. Enter **"UserID"** as registered in UITM portal.
    c. Enter **"Password"** as registered in UITM portal.
    d. Click **"Login"** button.

APPLY NEW IP

USER: UITM STAFF (ACADEMIC/NON-ACADEMIC)

2.0. APPLY NEW IP

Each new IP application consist of similarities and differences of steps as displayed below:

PT	Patent
TM	Trademark
ID	Industrial Design
CR	Copyright
IC	Layout Design of an Integrated Circuit
TS	Trade Secret

No	Application Steps	CR	IC	TS	PT	TM	ID
1	Contributor	/	/	/	/	/	/
2	Prior Art			/	/	/	/
3	Disclosure	/		/	/	/	
4	Funding	/	/	/	/	/	/
5	External Collaboration	/	/	/	/	/	/
6	Benefits of Invention	/	/	/	/	/	/
7	Invention Details	/	/	/	/	/	/
8	IP Evaluation Form				/		
9	Statutory Declaration Form	/	/				
10	Applicant Declaration	/	/	/	/	/	/
11	Approval Timeline (Appear after submission of application)	/	/	/	/	/	/

2.1. Dashboard

    a. On Main menu after login, click tab "**IP Management**" as shown in Figure 2.1 below.
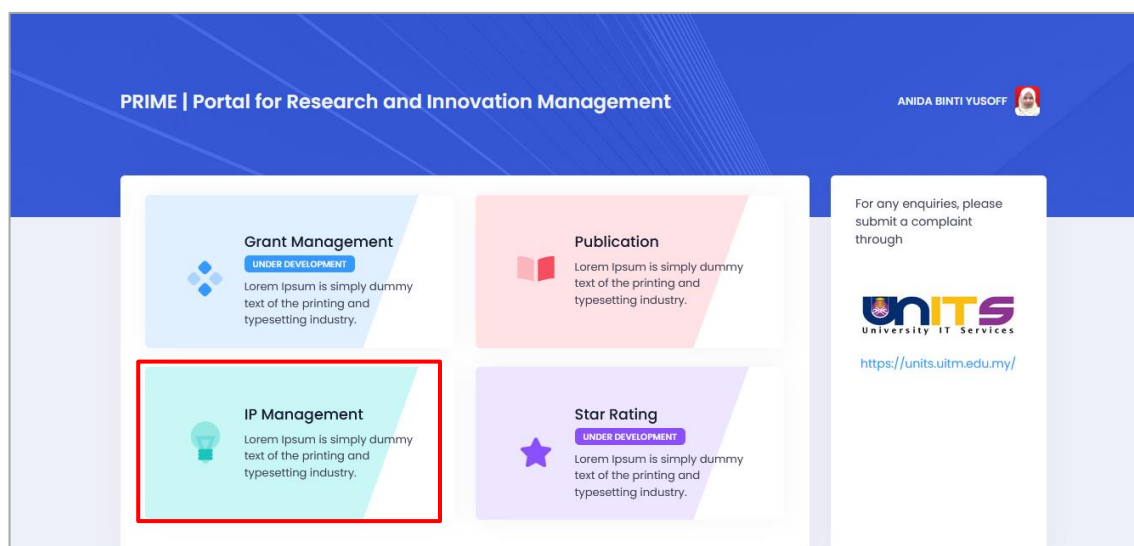
Figure 2.1 Main Menu

    b. On Dashboard, user can view their application statistic and application status.

2.2. New IP
    a. Then, click menu "**Apply New IP**".
    b. A form will pop-up and prompt user to choose type of application and application title.
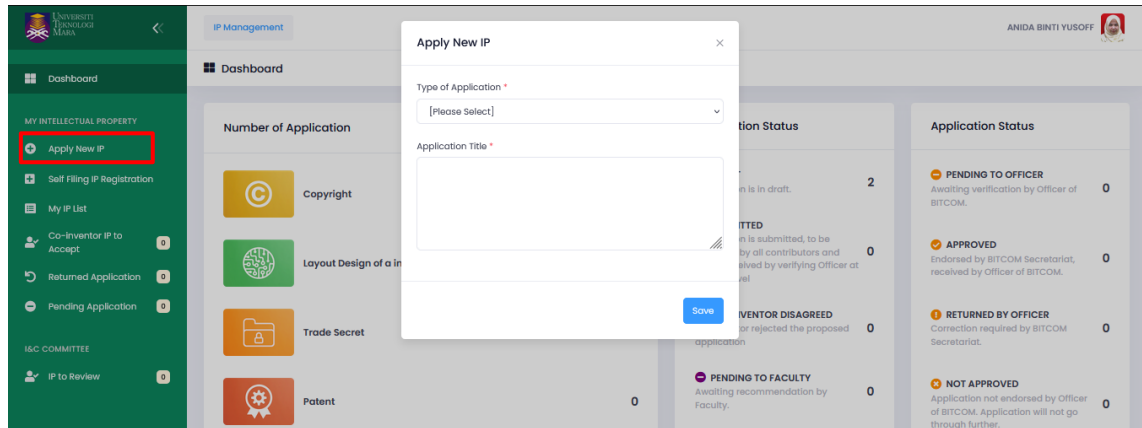   c. Click **"Save"** button to save the information.

Figure 2.2 Dashboard

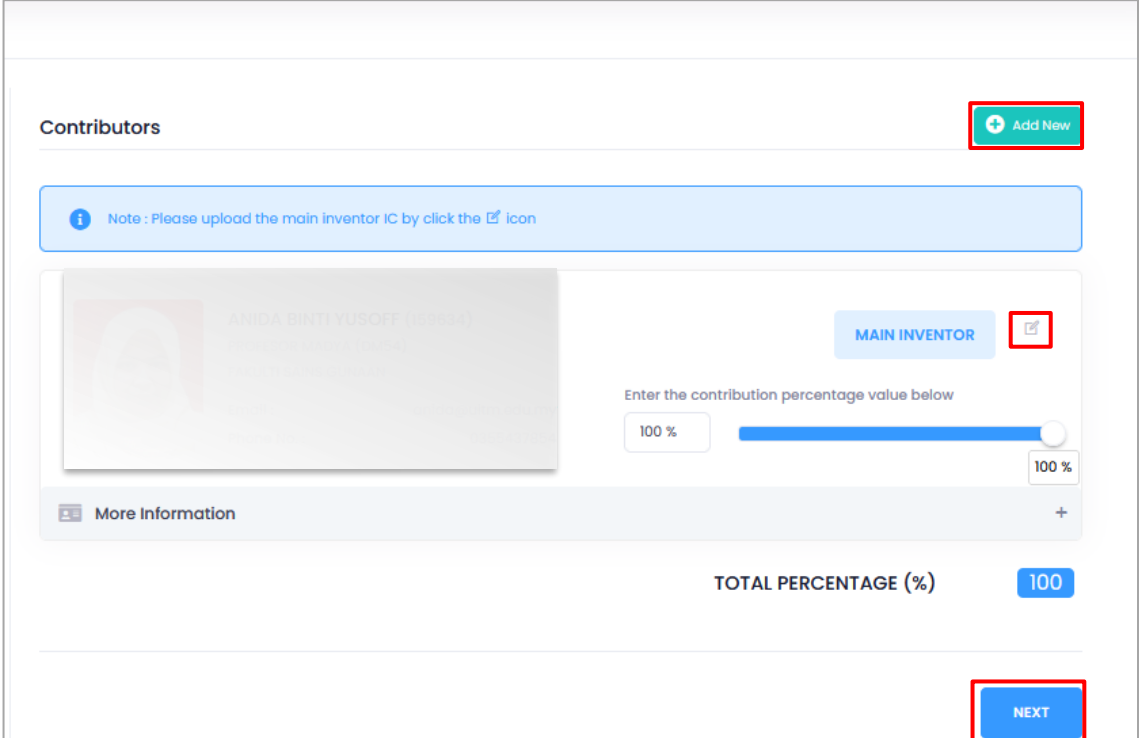   d. Reference number automatically generated, and the respective application will be in **"Draft"** status.

| Reference number format: **IP/ Module Name /Reference Number** |
| :---: |
| Example of generated data: **IP/CR/000016** |

3.0. CONTRIBUTORS

3.1. Contributors Tab

a. Adjust or enter the contribution percentage value as shown in Figure 3.1 below.

b. Upload main inventor IC by click on [icon] icon.

c. Click **"Add New"** button to add new contributors.

Figure 3.1 Contributors tab

d. Upload IC by drag & drop the files or browse the file.

e. Click **"Save"** button to save the files as shown in Figure 3.2 below.

Figure 3.2 Upload IC

  f. Select personal status either staff, student or other.

  g. Search new contributor and click **"Select"** button.

  h. Click **"Save"** button to save the files as shown in Figure 3.3 below.

Figure 3.3 Add New Contributors

  e. If the details of new contributors are not available, click **"Add New User"** button to add details of new user.

  f. Enter all required and relevant information, then click **"Save User"** button to save the details of new user in the system.

  g. Click **"Save"** button to save the new contributors as shown in Figure 3.4 below.

Figure 3.4 Add New User

h. Click **"Next"** button to proceed to funding tab.

4.0. FUNDING

4.1. Funding Tab

    a. Click **"Add Grant Project Code"** button as shown in Figure 4.1 below to select existing grant project code.

    b. Select relevant grant project code and click **"Save"** button.

    c. Click " ☑ " button to edit details of grant project code.

    d. Click " 🗑 " button to delete selected grant project code.

    e. If the grant project code is not in the list, click **"Add New"** button to add new grant project code.

Figure 4.1 Funding Tab

    f. Enter relevant and required information as shown in Figure 4.2 below.

    g. Click **"Save"** button to save the information.

Figure 4.2 Add Funding

h. Click **"Next"** button to proceed to prior art tab.

5.0. PRIOR ART

    5.1. Prior Art Tab

        a. Select either "Yes" or "No" on field as shown in Figure 5.1 below.

        b. If "Yes", enter description of prior art and upload relevant attachments.

Figure 5.1 Prior Art Tab

        c. Click **"Next"** button to proceed to disclosure tab.

6.0. DISCLOSURE

6.1. Disclosure Tab

    a. Select either "Yes" or "No" on both sections as shown in Figure 6.1.

    b. If "Yes", enter relevant information of disclosure and upload relevant attachment.
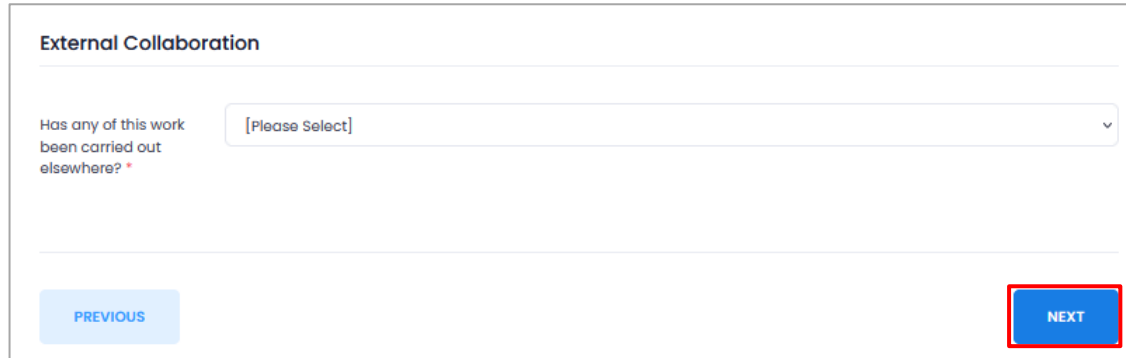
Figure 6.1 Disclosure Tab

    c. Click **"Next"** button to proceed to external collaboration tab.

7.0. EXTERNAL COLLABORATION

7.0. External Collaboration Tab

      a. Select either "Yes" or "No" on field as shown in Figure 7.0 below.

      b. If "Yes", enter relevant information of external collaboration and upload agreement or any relevant attachment.

Figure 7.0 External Collaboration Tab

      c. Click **"Next"** button to proceed to benefits of invention tab.

8.0. BENEFITS OF INVENTION

8.1. Benefits of Invention Tab

    a. Enter all required and relevant information on both sections of benefits of invention to society/community and benefits to industry as shown in Figure 8.1 below.

    b. Click **"Save"** button to save the information to the system.

Figure 8.1 Benefits of Invention Tab

    c. Click **"Next"** button to proceed to invention tab.

9.0. INVENTION

9.1. Invention Tab

a. Enter all required and relevant information as shown in Figure 9.1.
b. Click **"Add New"** button to upload relevant attachments.
c. Click " 🖉 " button to edit details of uploaded attachments.
d. Click " 🗑 " button to delete selected attachment.

Figure 9.11 Invention Tab

e. Click **"Next"** button to proceed to IP evaluation form tab.

10.0 IP EVALUATION FORM

10.1. IP Evaluation Form Tab

a. Select the score for each section as shown in Figure 10.1 below.

b. Choose score that are ranked from 0 to 5. Based on score chosen, overall mark will be generated in percentage.

Figure 10.1 IP Evaluation Form Tab

c. Click **"Next"** button to proceed to statutory declaration form tab.

11.0 STATUTORY DECLARATION FORM

11.1. Statutory Declaration Tab

a. Enter date of project started and date of work completed as shown in Figure 11.1 below.

Figure 11.1 Statutory Declaration Tab

b. Click **"Next"** button to proceed to Applicant Declaration tab.

12.0. APPLICANT DECLARATION
12.1. Applicant Declaration Tab
  a. Select applicant faculty and enter any relevant information as shown in Figure 12.1 below.

Figure 12.1 Applicant Declaration Tab

  b. Click **"Submit Application"** button to submit the application.

13.0. SELF FILLING IP REGISTRATION

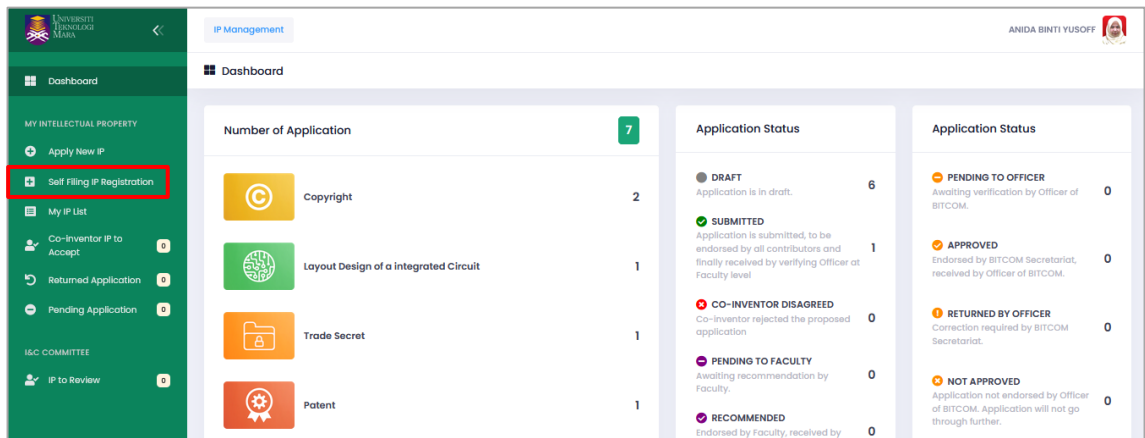   a. On Dashboard, click menu **"Self Filling IP Registration"** as shown in Figure 13.1 below.

Figure 13.1 Dashboard

    b. A form will pop-up and prompt user to choose type of application and application title.

    c. Click **"Save"** button to save the information.

    d. For the steps for each type of category refer 3.0 Copyright until 8.0 Industrial Design.

14.0. MY IP LIST

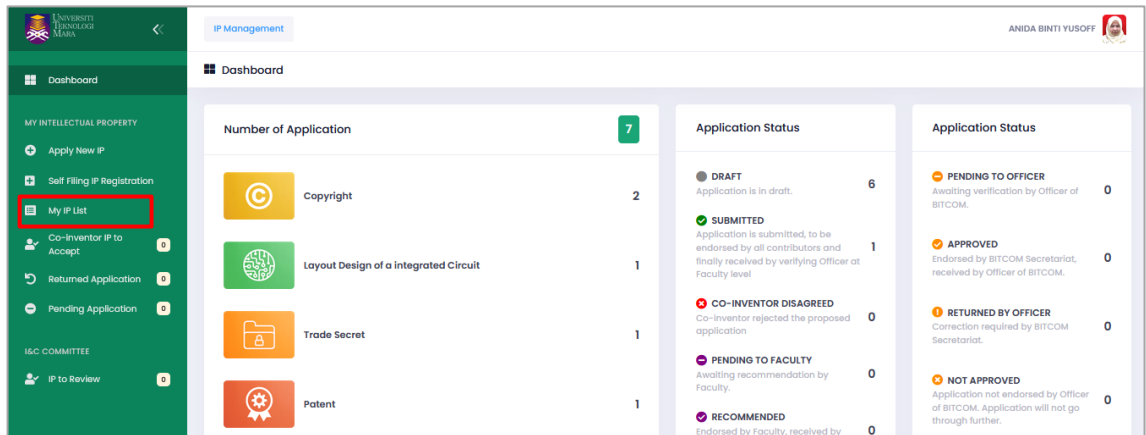a. On Dashboard, click menu **"My IP List"** as shown in Figure 14.1 below.

Figure 14.1 Dashboard

b. Click Reference No of the selected IP application as shown in Figure 14.2 below to view the draft/submitted application.

Figure 14.2 IP Application List

c. Only application with status "Draft" are allow to edit and delete.

15.0. PREVIEW PDF

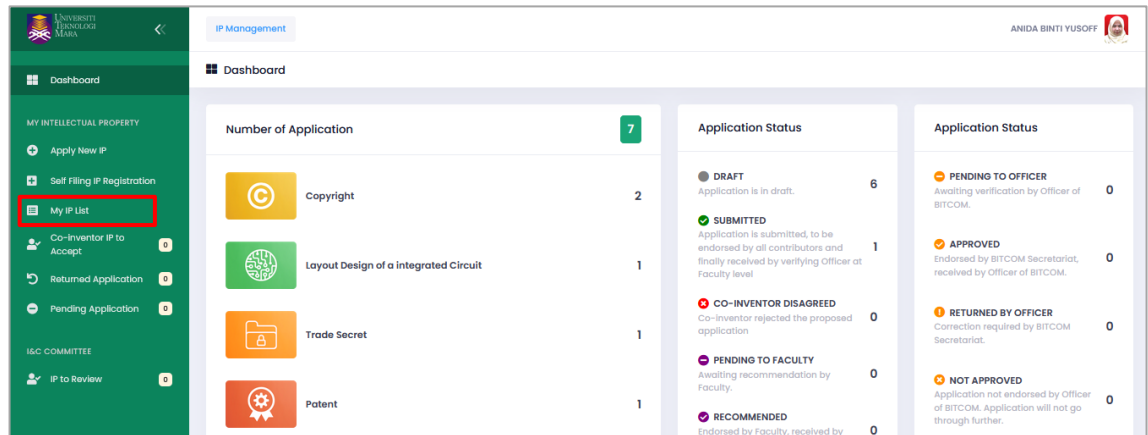a. On Dashboard, click menu **"My IP List"** as shown in Figure 15.1 below.

Figure 15.1 Dashboard

b. Click Reference No of the selected IP application as shown in Figure 15.2 below.

Figure 15.2 IP Application List

c. Click **"IP Disclosure Information"** tab, then click **"Preview PDF"** button as shown in Figure 15.3.

d. The application form in PDF format will automatically downloaded to your computer.
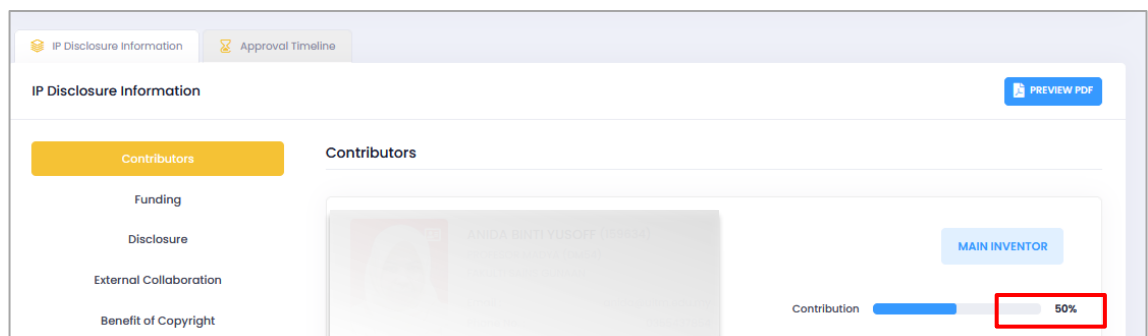

Figure 15.3 Preview PDF

16.0. EXPORT TO EXCEL

        a.   On Dashboard, click menu **"My IP List"** as shown in Figure 16.1 below.
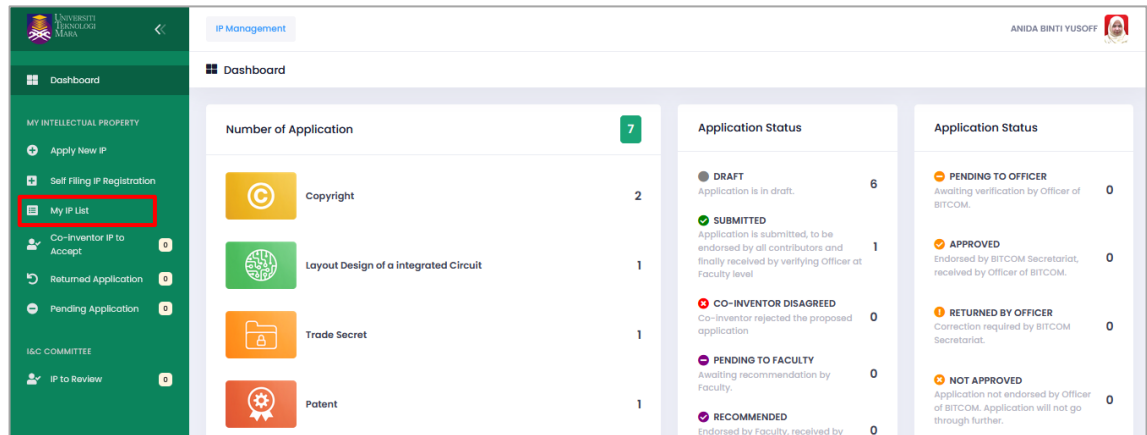

Figure 16.1 Dashboard

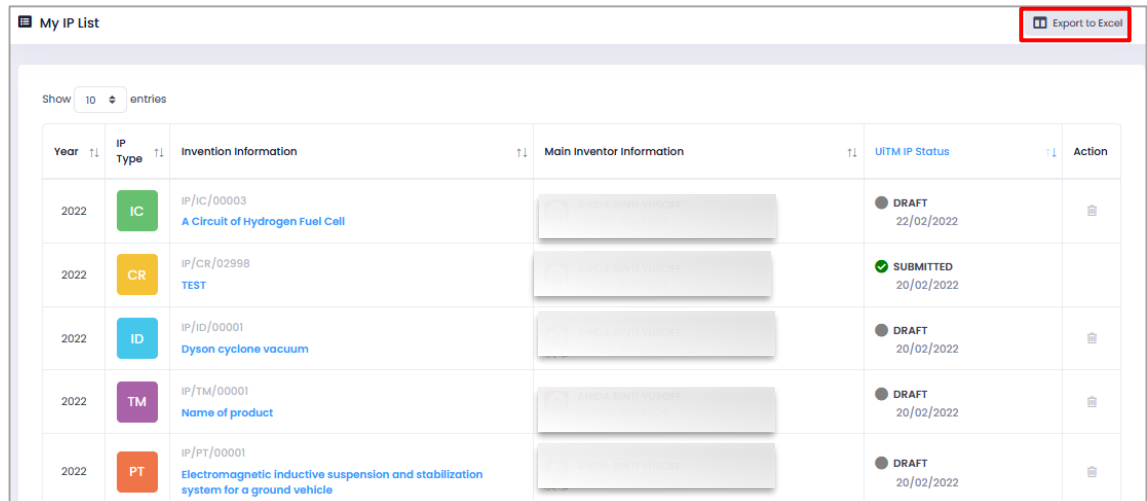   a.   Click **"Export to Excel"** button as shown in Figure 16.2 below.

Figure 16.2 Export to Excel

        c.   System will automatically download the excel file into your computer.

17.0 VIEW APPROVAL TIMELINE

e. On Dashboard, click menu **"My Ip List"** as shown in Figure 17.1 below.

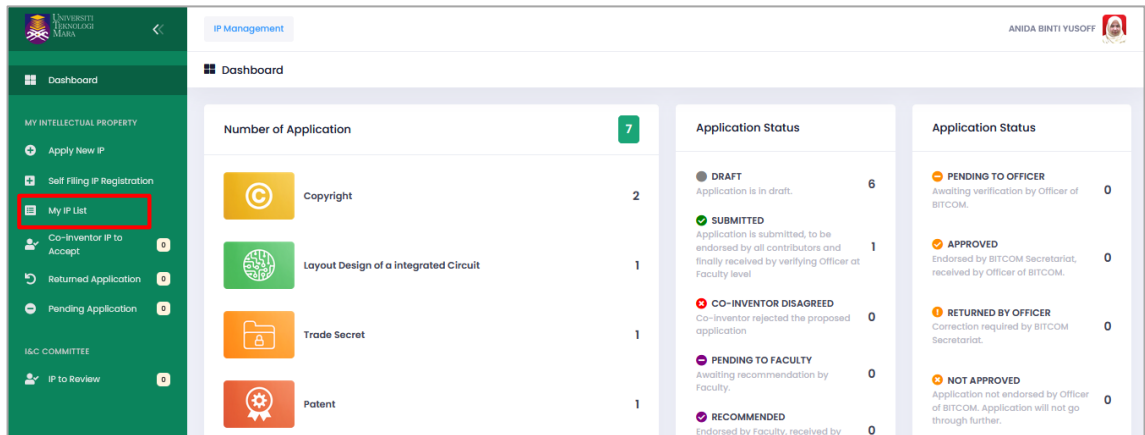Figure 17.1 Dashboard

f. Click Reference No of the selected IP application as shown in Figure 17.2 below.
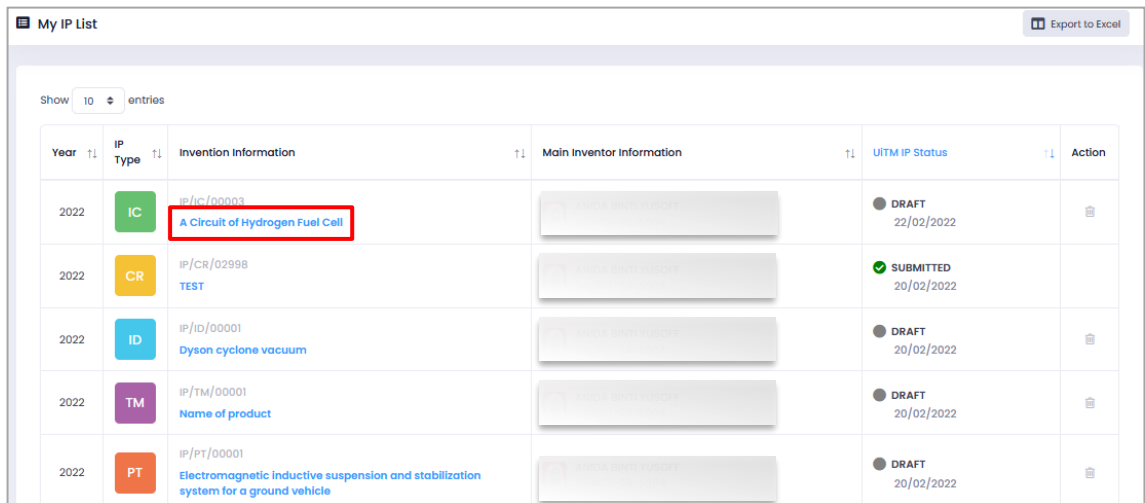

Figure 17.2 IP Application List

g. Click **"Approval Timeline"** tab, all verifications and officer details are provided as shown in Figure 17.3.
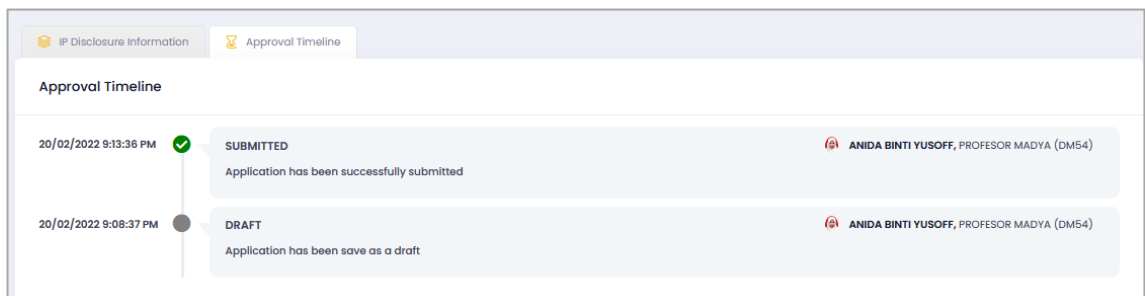

Figure 17.3 Approval Timeline

18.0. RETURNED APPLICATION

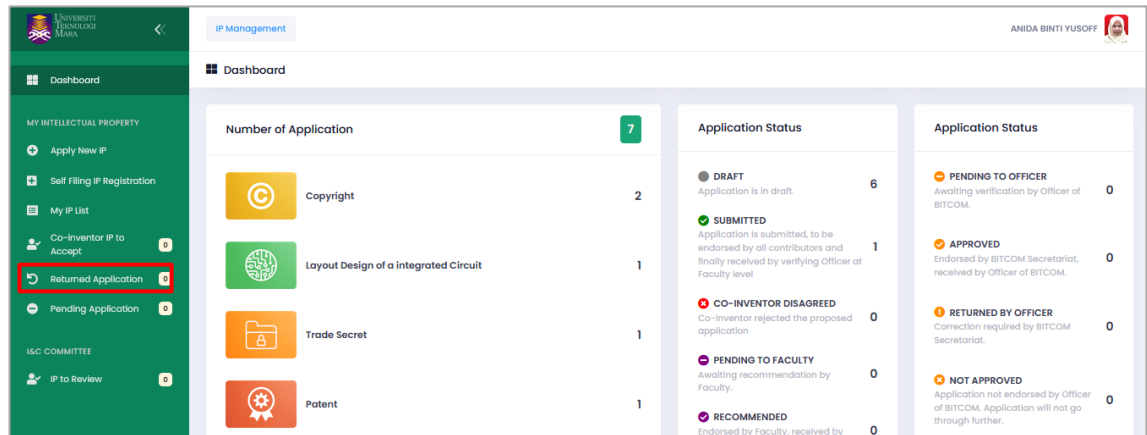   a. Click **"Returned Application"** as shown in Figure 18.1 below.

Figure 18.1 Dashboard

    b. Click any selected IP application Reference No.

    c. Fill in and update any required information based on evaluators' comments.

    d. Click **"Submit"** to re-submit the application.

19.0. EMAIL NOTIFICATION

a. Once the application is submitted, co-inventor will automatically receive an email notification to accept the invitation. However, the email notification can be re-sent.

b. Click **"My IP List"** as shown in Figure 19.1 below.

Figure 19.1 Dashboard

c. Click any selected IP application Reference No as shown in Figure 19.2.

Figure 19.2 IP List

d. On IP Disclosure Information tab, click on 'Application Declaration' side menu, click **"Send Email Notification"** button to re-sent email notification as shown in Figure 19.3 below.

e. Pop-up message will appear, then click on "Yes, send email!" button.

Figure 19.3 Email notification

20.0. INVITATION ACCEPTANCE

    a.   Once the application is submitted, co-inventor will automatically receive an email notification to accept the invitation. The email notification can be re-sent.

    b.   For staff and student, login to their account, click **"Co-Inventor IP to Accept"** as shown in Figure 20.1 below.
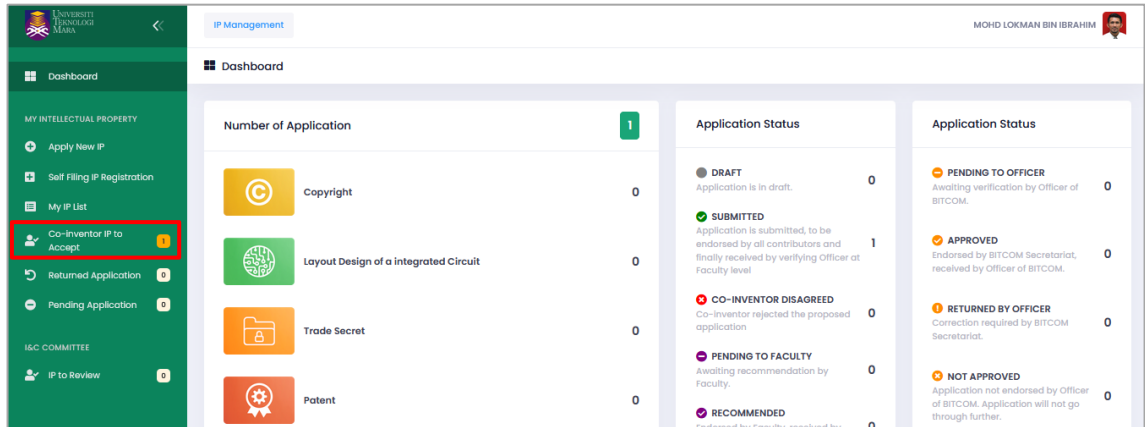

Figure 20.1 Dashboard

    c.   Click any selected IP application Reference No as shown in Figure 20.2.
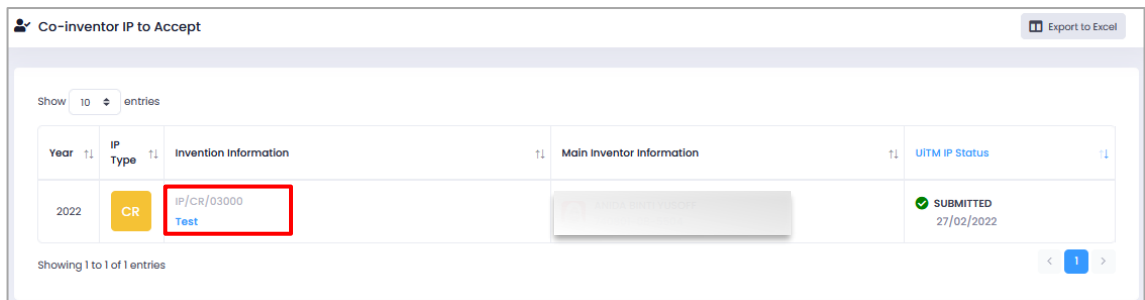

Figure 20.2 IP List to Accept

    d.   For others, they only can accept the invitation through email notification as shown in Figure 20.3 below.

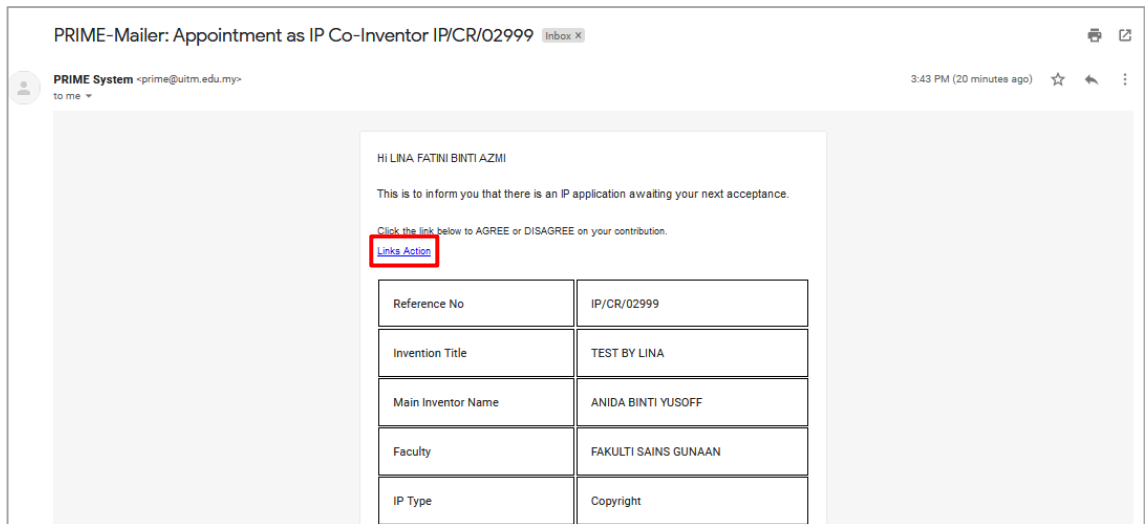   e.   Click on blue link on invitation email to accept the invitation.

Figure 20.3 Email notification

f. All user will have interface as shown in Figure 20.4 below.
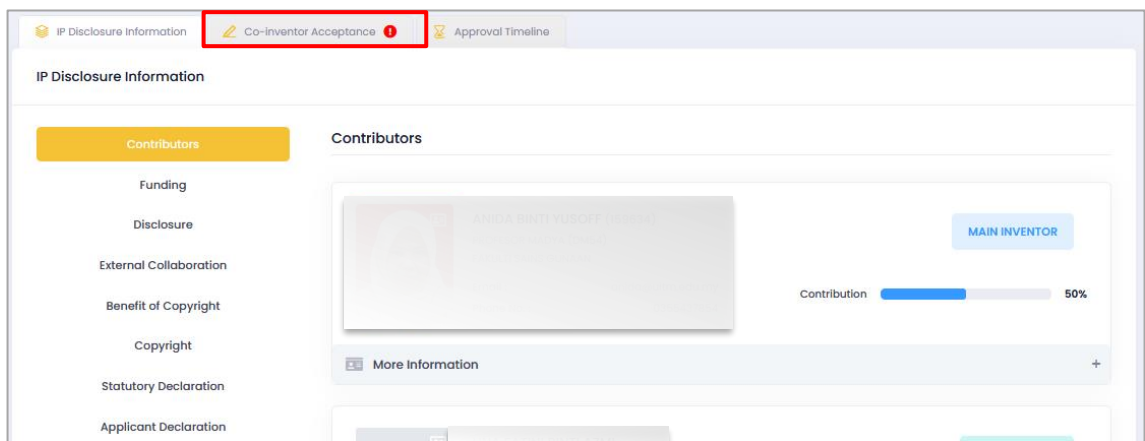g. Click "Co-Inventor Acceptance" tab to accept the invitation.

Figure 20.4 IP Disclosure Information

h. Click **"Agree with Application"** button to accept the invitation as shown in Figure 20.5 below.
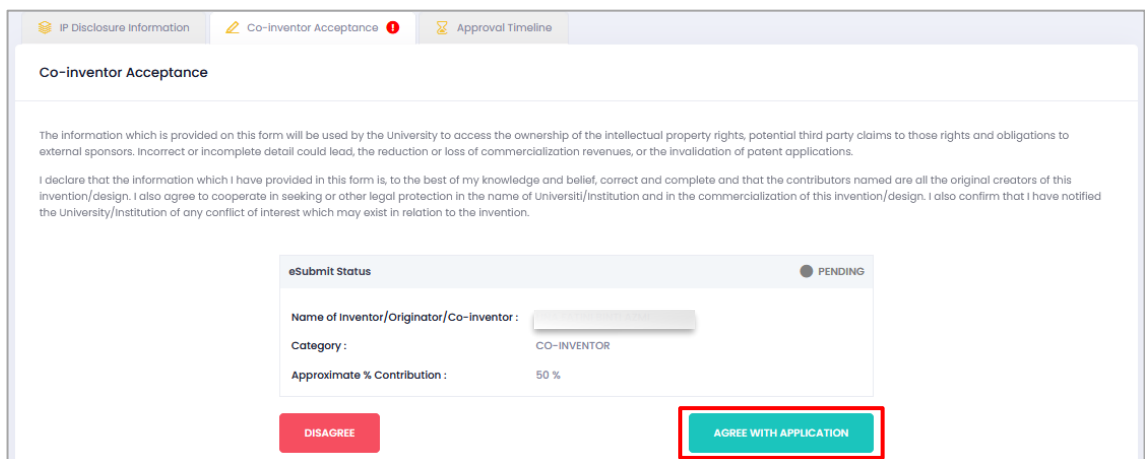i. Click "Disagree" button to reject the invitation.

Figure 20.5 Co-Inventor Acceptance

j. A pop-up will appear, then enter remarks on field provided as shown in Figure 20.6 below.
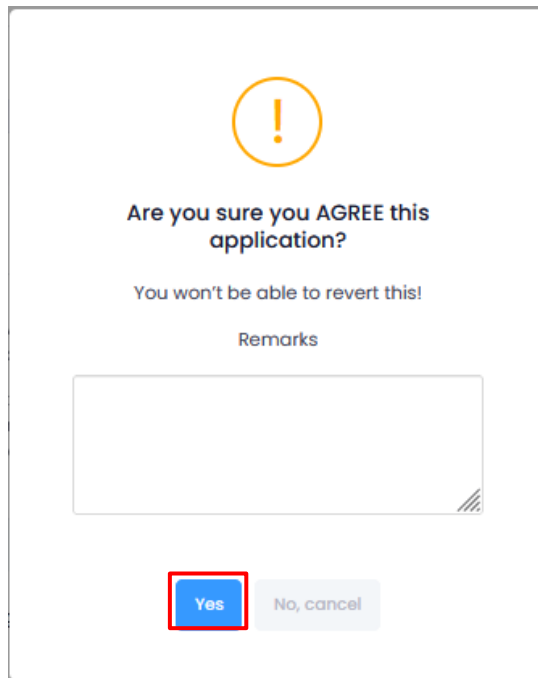k. Click **"Yes"** button to submit the invitation acceptance.

Figure 20.6 Submit Invitation