

UNIVERSITI TEKNOLOGI MARA

**Pejabat Timbalan Naib Canselor
(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

Universiti Teknologi Mara
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Selangor, Malaysia

Contents

1.0. LOG IN AS STAFF.....	4
2.0. APPLY NEW IP.....	6
2.1. Dashboard	6
2.2. New IP.....	7
3.0. CONTRIBUTORS	8
3.1. Contributors Tab	8
4.0. FUNDING.....	11
4.1. Funding Tab.....	11
5.0. PRIOR ART	13
5.1. Prior Art Tab.....	13
6.0. DISCLOSURE.....	14
6.1. Disclosure Tab	14
7.0. EXTERNAL COLLABORATION	15
7.0. External Collaboration Tab.....	15
8.0. BENEFITS OF INVENTION	16
8.1. Benefits of Invention Tab	16
9.0. INVENTION.....	17
9.1. Invention Tab.....	17
10.0 IP EVALUATION FORM	18
10.1. IP Evaluation Form Tab	18
11.0 STATUTORY DECLARATION FORM	19
11.1. Statutory Declaration Tab.....	19
12.0. APPLICANT DECLARATION.....	20
12.1. Applicant Declaration Tab.....	20
13.0. SELF FILLING IP REGISTRATION	21
14.0. MY IP LIST.....	22
15.0. PREVIEW PDF	23
16.0. EXPORT TO EXCEL.....	24
17.0 VIEW APPROVAL TIMELINE	25
18.0. RETURNED APPLICATION	26
19.0. EMAIL NOTIFICATION.....	27
20.0. INVITATION ACCEPTANCE.....	29

1.0. LOG IN AS STAFF

1. Figure 1.1 below shows User Log In Interface.

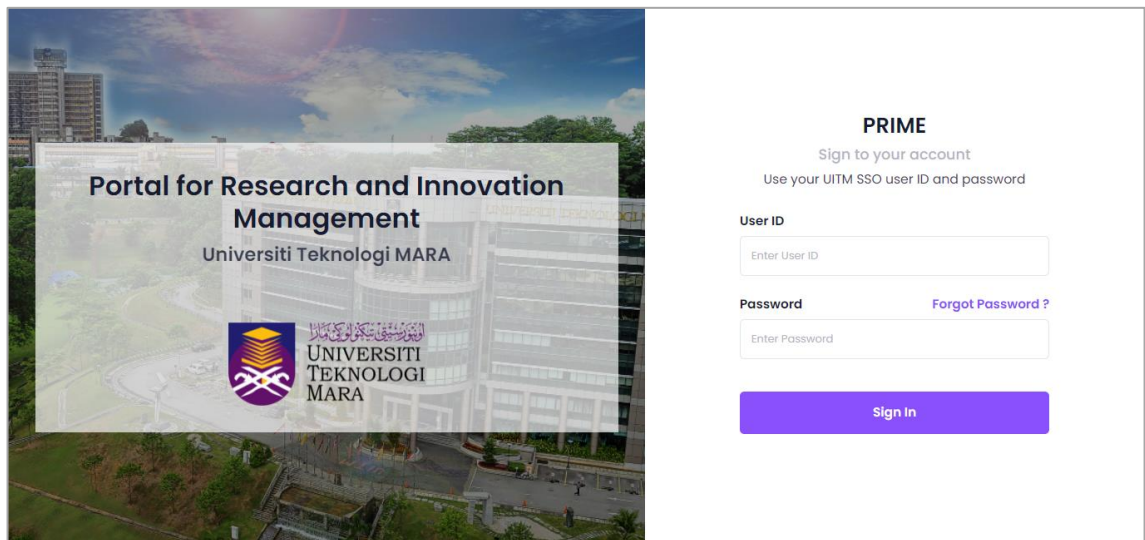


Figure 1.1 User Log Interface

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.

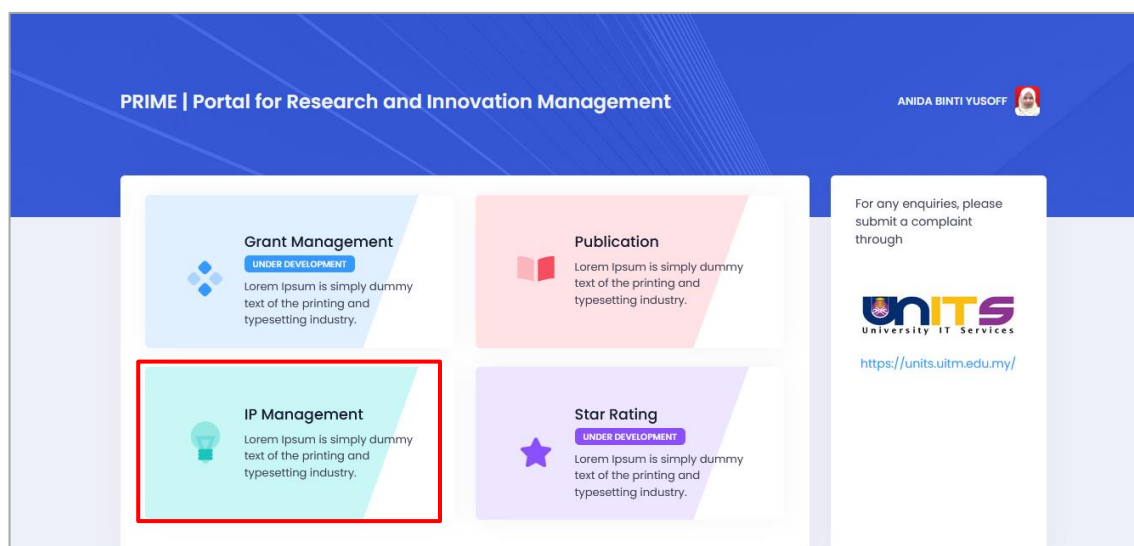


Figure 2.1 Main Menu

- 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.

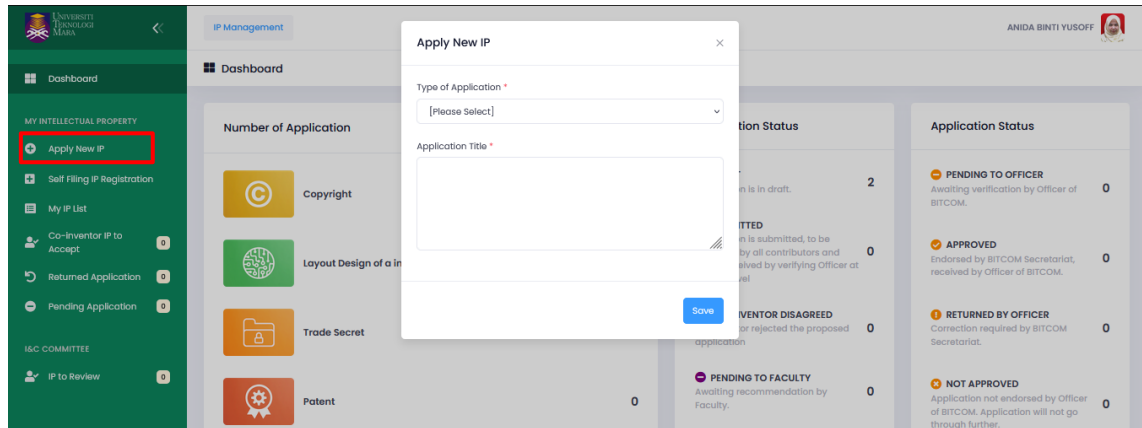


Figure 2.2 Dashboard


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

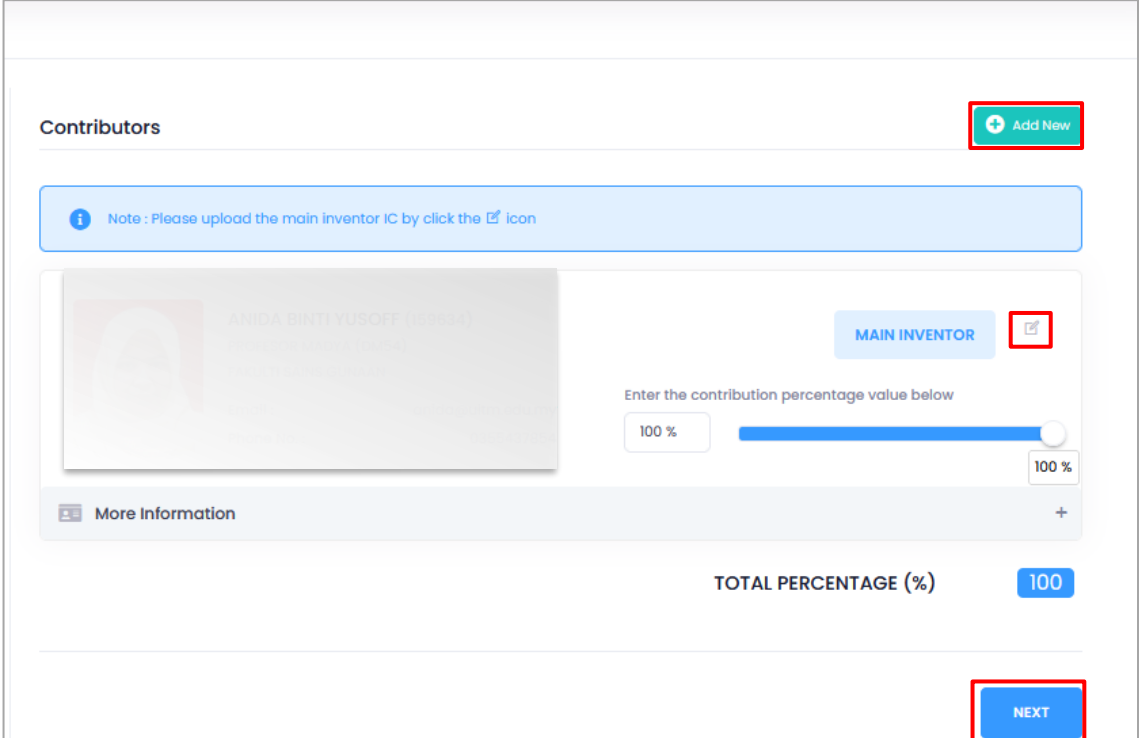
Reference number format: **IP/ Module Name /Reference Number**

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.
- c. Click **“Add New”** button to add new contributors.



Contributors + Add New

Note : Please upload the main inventor IC by click the  icon

ANIDA BINTI YUSOFF (152624)
IC:  MAIN INVENTOR 

Enter the contribution percentage value below

100 % 100 %

More Information +

TOTAL PERCENTAGE (%) 100

NEXT

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.

The screenshot shows a web interface titled "Edit Contributor". At the top, there is a contributor profile card for "ANIDA BINTI YUSOFF (159634)". Below the profile card is a "More Information" section with a plus sign. The main section is "Upload IC", which contains a file upload area with the text "Upload IC *" and a red-bordered box containing "Drag & Drop your files or Browse". Below this box is a note: "**File must be an image or PDF Format with size not more than 30MB". At the bottom right of the form is a blue "Save" button.

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.

The screenshot shows a web interface titled "Add Contributor". It features three dropdown menus: "Category" with the value "CO-INVENTOR", "Personnel Status" with the value "[Please Select]", and "Search By" with the value "[Please Select]". At the bottom right of the form is a blue "Save" button.

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.

The image shows a web form titled "Add Contributor" with a close button (X) in the top right corner. The form contains the following fields:

- Category ***: A dropdown menu with "CO-INVENTOR" selected.
- Personnel Status ***: A dropdown menu with "OTHER" selected.
- Search By ***: A dropdown menu with "IC No." selected.
- Search**: A text input field followed by a blue "Search" button.

Below the search fields, a yellow message box displays "NO RECORD FOUND" next to a person icon. A green button labeled "Add New User" with a person icon is highlighted with a red border. At the bottom right of the form, a blue "Save" button is also highlighted with a red border.

Figure 3.4 Add New User

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

4.0. FUNDING

4.1. Funding Tab

- Click **“Add Grant Project Code”** button as shown in Figure 4.1 below to select existing grant project code.
- Select relevant grant project code and click **“Save”** button.
- Click **“✎”** button to edit details of grant project code.
- Click **“🗑️”** button to delete selected grant project code.
- If the grant project code is not in the list, click **“Add New”** button to add new grant project code.

Funding

[+ Add Grant Project Code](#) [+ Add New](#)

Funding Source	Funding Body	Funding Type	Universiti Reference No.	Project Leader	Action
No data available in table					

Showing 0 to 0 of 0 entries

[PREVIOUS](#) [NEXT](#)

Figure 4.1 Funding Tab

- Enter relevant and required information as shown in Figure 4.2 below.
- Click **“Save”** button to save the information.

Add Funding ✕

i Please give details of All internal or external funding, which has been used in connection with this project, including grants, contracts, studentships, etc.

Funding Source *

Funding Body *

Funding Type *

Reference No. *

Project Title *

Project Leader *

Project Code

Save

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.

Prior Art

Is there any known earlier work similar to this invention? *

[Please Select] ▼

PREVIOUS

NEXT

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.

The screenshot shows a web form titled "Past Disclosure / Publication" and "Intended Disclosure / Publication".

Past Disclosure / Publication

Has the invention / design been disclosed or published? *

[Please Select] v

If 'yes', please give details, indicate date of disclosure / publication and attach a copy of the publication.

Intended Disclosure / Publication

Is it intended to disclose details of the invention / design? *

[Please Select] v

If 'yes', please give details ad indicate date of intended disclosure / publication.

At the bottom, there are two buttons: "PREVIOUS" (light blue) and "NEXT" (dark blue with a red border).

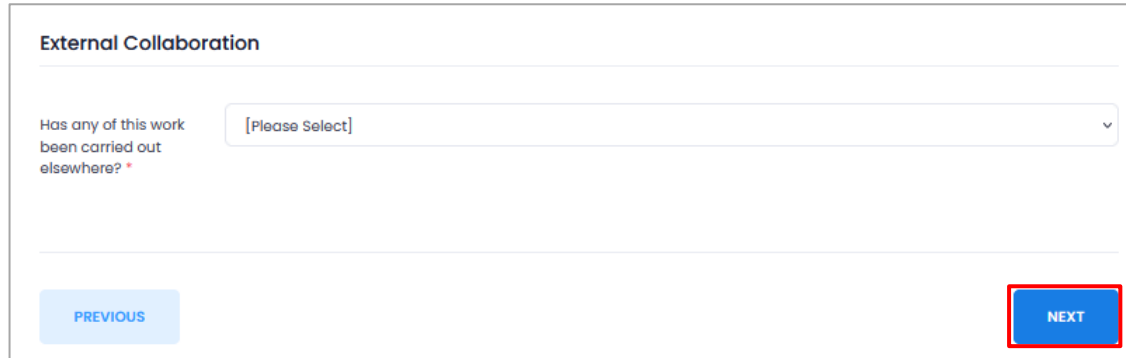
Figure 6.1 Disclosure Tab

- 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.



The screenshot shows a web form titled "External Collaboration". Below the title is a horizontal line. The main content area contains a question: "Has any of this work been carried out elsewhere? *". To the right of the question is a dropdown menu with the text "[Please Select]" and a downward arrow. Below the question and dropdown menu is another horizontal line. At the bottom of the form, there are two buttons: a light blue button labeled "PREVIOUS" on the left and a blue button labeled "NEXT" on the right. The "NEXT" button is highlighted with a red border.

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.

Note : Please fill in either Benefit to society/community or Benefit to Industry

Benefit of Society / Community

Description of benefit to society / community *

Paragraph **B** *I* 🔗 • 1-2-3 ≡ ≡ 🗣️ 📊 📺 ↶ ↷

Relevant community for the patent to be implemented *

Paragraph **B** *I* 🔗 • 1-2-3 ≡ ≡ 🗣️ 📊 📺 ↶ ↷

Benefit of Industry

Description of benefit to industry *

Paragraph **B** *I* 🔗 • 1-2-3 ≡ ≡ 🗣️ 📊 📺 ↶ ↷

Relevant industry for the patent to be implemented *

Paragraph **B** *I* 🔗 • 1-2-3 ≡ ≡ 🗣️ 📊 📺 ↶ ↷

PREVIOUS **NEXT**

Figure 8.1 Benefits of Invention Tab

- c. Click **“Next”** button to proceed to invention tab.

9.0. INVENTION

9.1. Invention Tab

- Enter all required and relevant information as shown in Figure 9.1.
- Click **“Add New”** button to upload relevant attachments.
- Click **“✎”** button to edit details of uploaded attachments.
- Click **“🗑️”** button to delete selected attachment.

Application Title *

Name of product

Trademark Details

Date Invented

Place Invented

Country of Origin

Trademark Application Justification

Trademark Application Justification

Justification for Applying Trademark writeup

Trademark Class

Brief Description of Invention *

Paragraph **B** *I*

Trademark Illustration + Add New

No.	Year	Module Code	Title	Filename	Action
No data available in table					

Showing 0 to 0 of 0 entries

PREVIOUS NEXT

Figure 9.11 Invention Tab

- Click **“Next”** button to proceed to IP evaluation form tab.

10.0 IP EVALUATION FORM

10.1. IP Evaluation Form Tab

- Select the score for each section as shown in Figure 10.1 below.
- Choose score that are ranked from 0 to 5. Based on score chosen, overall mark will be generated in percentage.

1. Patent Protection (strength of patent)	
A broad scope, family of patents, granted worldwide, which covers several interlinked aspects of the technology	<input type="radio"/> 5
A broad scope, single patent, granted worldwide, which covers the fundamentals of the technology, or for a very major suite of softwares that would take many years to duplicate	<input type="radio"/> 4
A broad scope, strong patent application, or an incremental technology or significant new development of existing technology	<input type="radio"/> 3
A narrow scope of patent, less significant development of the existing technology, or extensive know-how	<input type="radio"/> 2
An interesting research result which might be protectable	<input type="radio"/> 1
A bare idea, with no evident uniqueness or protectability	<input checked="" type="radio"/> 0
2. Readiness of the technology	
The technology is well proven and a process for volume manufacture has already been proven by manufacture of significant quantities (or is trivial, as for example, with software duplication)	<input type="radio"/> 5
The technology has a prototype, successfully completed on field testing with real customers and a small-scale manufacturing process has been demonstrated.	<input type="radio"/> 4
The technology a prototypes stage, works well in the laboratory, but has not yet been tested by customers. Manufacture seems to be relatively straightforward in theory.	<input type="radio"/> 3
The technology has proof of concepts stage, can be made to work sometimes in the laboratory, though this is still considerable 'black art' in doing it repeatedly. Not much thought has yet been given to larger scale manufacture.	<input type="radio"/> 2
Closely related technologies have been made to work in this lab, and there seems to be no theoretical reason why this one shouldn't work too (need further research and testings).	<input type="radio"/> 1
The technology should work in theory, but hasn't yet been tried (ideation stage).	<input checked="" type="radio"/> 0
3. Value of the Market	
The worldwide market for this product and its direct competitors is likely to be in excess of RM1 billion p.a	<input type="radio"/> 5
The worldwide market is likely to be in excess RM100 million p.a	<input type="radio"/> 4
The worldwide market is likely to be in excess RM30 million p.a	<input type="radio"/> 3
The worldwide market is likely to be in excess RM10 million p.a	<input type="radio"/> 2
The worldwide market is likely to be in excess RM3 million p.a	<input type="radio"/> 1
The worldwide market is likely to be less than RM3 million p.a	<input checked="" type="radio"/> 0
4. Intensity of Competition in the Market	
This is a brand new market, and there are currently no actual or potential competitors.	<input type="radio"/> 5
The market is relatively new, and the competitors are very small firms which have no current technological or marketing lead.	<input type="radio"/> 4
The market is relatively new, and the competitors are still relatively small, though some may have a small lead in some areas, or have access to significant venture funding.	<input type="radio"/> 3
The market is becoming established, and competitors have grown to medium size (RM5m plus sales p.a.) and gained a reputation as market leaders.	<input type="radio"/> 2
The market is well established, and the competitors are already substantial companies with the ability to quickly adopt or duplicate new technologies.	<input type="radio"/> 1
The market is mature, and is dominated by a few multinational companies with major research capabilities, marketing reach and financial muscle.	<input checked="" type="radio"/> 0
5. Competitive Edge of your product or service/unique selling point	
The product service is several times as good as the competition in one or more customer-critical areas, and is not worse in any other areas.	<input type="radio"/> 5
The product or service is significantly better than the competition in at least one customer-critical area, and is not worse in other areas.	<input type="radio"/> 4
The product or service is marginally better (e.g. 25% better in at least one customer-critical area), and is not worse in other areas, or is significantly better in one area, but has minor disadvantages in other less critical areas.	<input type="radio"/> 3
The product or service is marginally better (e.g. 25% better) compared to the competition in at least one customer-critical area, but has disadvantages in other less critical-areas.	<input type="radio"/> 2
The product or service has advantages over the competition in one or more areas, but they do not appear to be areas that are critical to the customer.	<input type="radio"/> 1
The product or service has no evident advantages over the competition.	<input checked="" type="radio"/> 0
TOTAL <input type="text" value="0"/>	
TOTAL MIN (%) <input type="text" value="0.00"/>	
<input type="button" value="PREVIOUS"/>	<input type="button" value="NEXT"/>

Figure 10.1 IP Evaluation Form Tab

- 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.

Statutory Declaration

Date of project started *

Date of work completed *

Statutory Declaration for Copyright

COPYRIGHT ACT 1987
IN THE MATTER of Section 42 of the Copyright Act 1987 (Act 332)
And IN THE MATTER of the copyright in the Work
(as hereinafter defined and attached hereto marked as "Exhibit 2"
in the name of UNIVERSITI TEKNOLOGI MARA

STATUTORY DECLARATION

I, **Farizah Mohamed Isa (NRIC: 670804-08-5090)** of full age and a Malaysian citizen with an address Business Innovation & Technology Commercialization Centre (BITCOM), UiTM-MTDC Technopreneur Centre, Universiti Teknologi MARA, 40450 Shah Alam, Selangor do hereby solemnly and sincerely declare that the following contents of this notice are true:

1. I am the **Head of Intellectual Property Management of the Business Innovation & Technology Commercialization Centre (BITCOM)** a higher institute of learning with an address at Business Innovation & Technology Commercialization Centre (BITCOM), UiTM-MTDC Technopreneur Centre, Universiti Teknologi MARA, 40450 Shah Alam, Selangor (hereinafter referred to as "the University").
2. In my aforesaid capacity, I have been duly authorized by the University to make this Statutory Declaration on their behalf. The facts herein contained are, unless to the contrary is stated, from my personal knowledge or taken from the records of the University to which I have free and unrestricted access. The facts deposed to herein are true to the best of my knowledge, information and belief.
3. The University is the owner of the copyright **Architectural model of Smart Tunnel Link** (hereinafter referred to as "the work").
4. The Author(s) who is the employee/who are the employee(s) of the University involved in the development of the Work is as a listed in the document annexed as "Exhibit", herein and have been involved in the development of the Work for a period commencing from -----
The Work comprises of One (1) document entitled as follows:
 - i. "Exhibit 2"I hereby declare the following:
 - ii. on ----- copyright subsisted in the Work and continues to subsist;
 - iii. the authors had expended sufficient effort to make the Work original in character;
 - iv. the Work has been reduced to a material form;and pursuant to Section 7 of the Copyright Act, 1987, the Work is eligible for copyright protection.
5. I have further been advised and verily believe that as:
 - i. The Authors were at all material times the employees an/or officers of the University and had developed the Work in the course of his employment with the University; and
 - ii. The University is a qualified person within the meaning of Section 10 of the Copyright Act 198 the copyright in the Work belongs to the University.
6. Therefore I, on behalf on the University, do hereby assert the ownership of the copyright in the work.
7. The Work has first published in Malaysia on -----.

And I make this solemn declaration conscientiously believing the same to be true and virtue of Section 42 of the Copyright Act 1987 and the statutory Declaration Act 1950.
SUBSCRIBED and SOLEMNLY DECLARED

By Name : _____
(_____)

at _____

On this day of, _____

Before Me, _____

Commissioner of Oaths

Affixed Seal and Date _____

[PREVIOUS](#) [NEXT](#)

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.

Applicant Declaration

The information which is provided on this form will be used by the University to access the ownership of the intellectual property rights, potential third party claims to those rights and obligations to external sponsors. Incorrect or incomplete detail could lead, the reduction or loss of commercialization revenues, or the invalidation of patent applications.

I declare that the information which I have provided in this form is, to the best of my knowledge and belief, correct and complete and that the contributors named are all the original creators of this invention/design. I also agree to cooperate in seeking or other legal protection in the name of University/Institution and in the commercialization of this invention/design. I also confirm that I have notified the University/Institution of any conflict of interest which may exist in relation to the invention.

IP Faculty *

Event Code

eSubmit Status ● PENDING

Name of Inventor/Originator/Co-inventor :

Category : MAIN INVENTOR

Approximate % Contribution : 100 %

[PREVIOUS](#) [SUBMIT APPLICATION](#)

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.

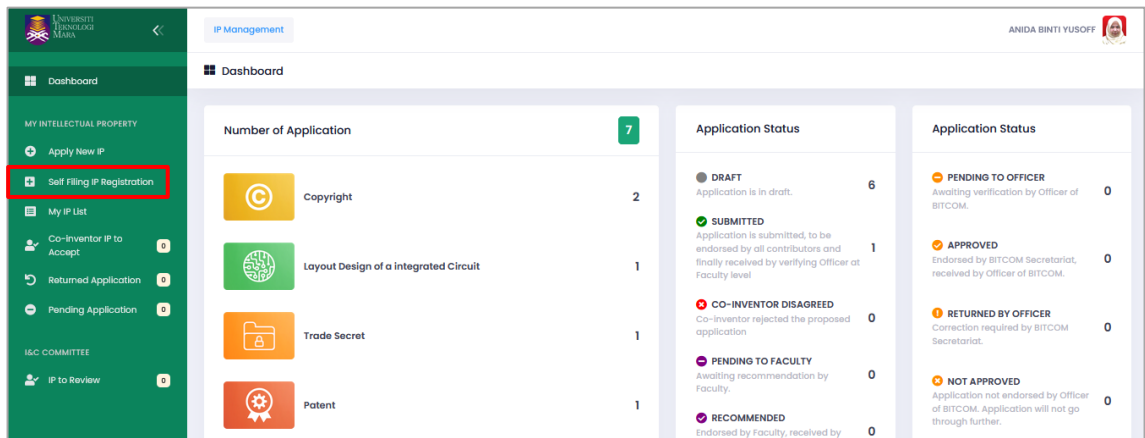


Figure 13.1 Dashboard

- 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.

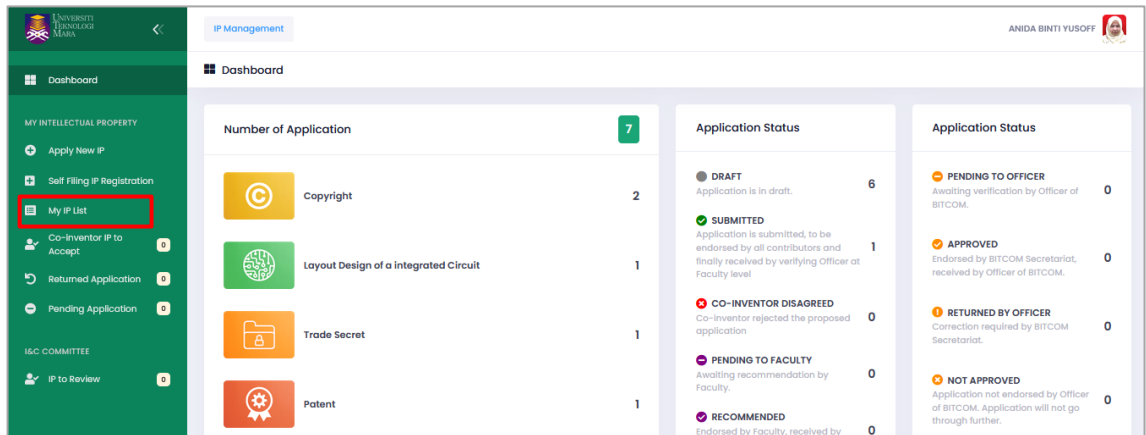


Figure 14.1 Dashboard

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

Year	IP Type	Invention Information	Main Inventor Information	UITM IP Status	Action
2022	IC	A Circuit of Hydrogen Fuel Cell	ANIDA BINTI YUSOFF	DRAFT 22/02/2022	
2022	CR	IP/CR/02998 TEST	ANIDA BINTI YUSOFF	SUBMITTED 20/02/2022	
2022	ID	IP/ID/00001 Dyson cyclone vacuum	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	
2022	TM	IP/TM/00001 Name of product	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	
2022	PT	IP/PT/00001 Electromagnetic inductive suspension and stabilization system for a ground vehicle	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	

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.

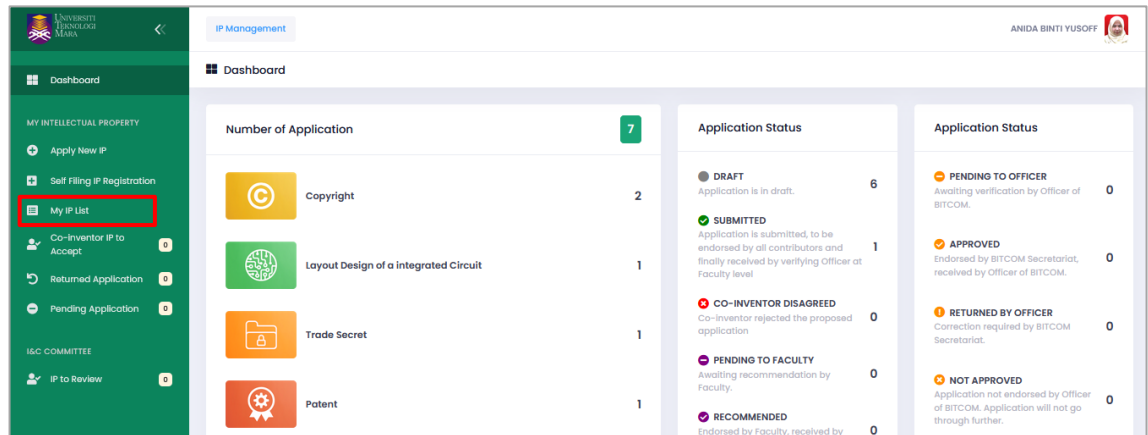


Figure 15.1 Dashboard

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

The screenshot shows the 'My IP List' table. The first row is highlighted with a red box. The table has columns for Year, IP Type, Invention Information, Main Inventor Information, UTM IP Status, and Action.

Year	IP Type	Invention Information	Main Inventor Information	UTM IP Status	Action
2022	IC	IP/IC/00003 A Circuit of Hydrogen Fuel Cell	ANIDA BINTI YUSOFF	DRAFT 22/02/2022	
2022	CR	IP/CR/02998 TEST	ANIDA BINTI YUSOFF	SUBMITTED 20/02/2022	
2022	ID	IP/ID/00001 Dyson cyclone vacuum	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	
2022	TM	IP/TM/00001 Name of product	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	
2022	PT	IP/PT/00001 Electromagnetic inductive suspension and stabilization system for a ground vehicle	ANIDA BINTI YUSOFF	DRAFT 20/02/2022	

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.

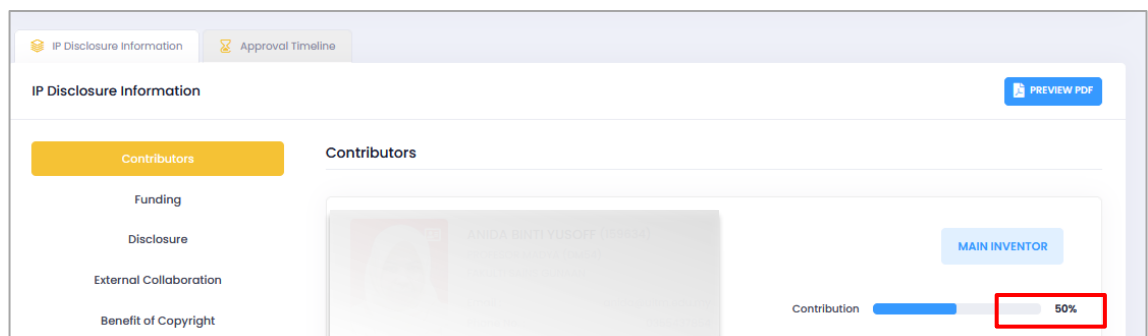


Figure 15.3 Preview PDF

16.0. EXPORT TO EXCEL

- a. On Dashboard, click menu “My IP List” as shown in Figure 16.1 below.

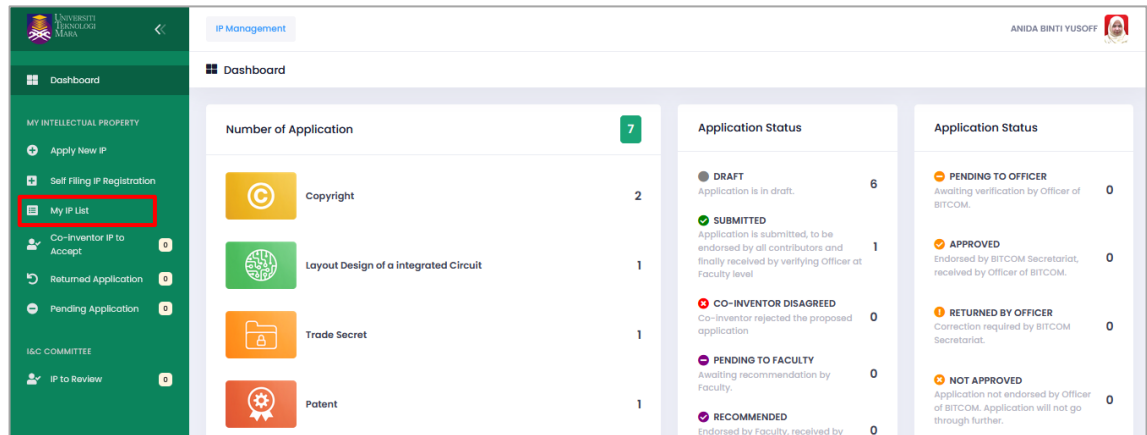


Figure 16.1 Dashboard

- a. Click “Export to Excel” button as shown in Figure 16.2 below.

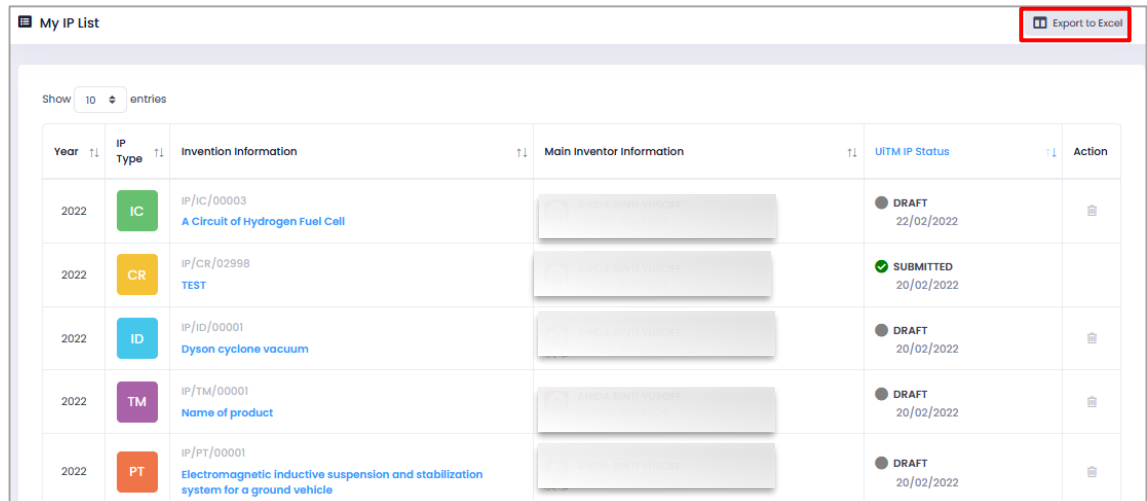


Figure 16.2 Export to Excel

- 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.

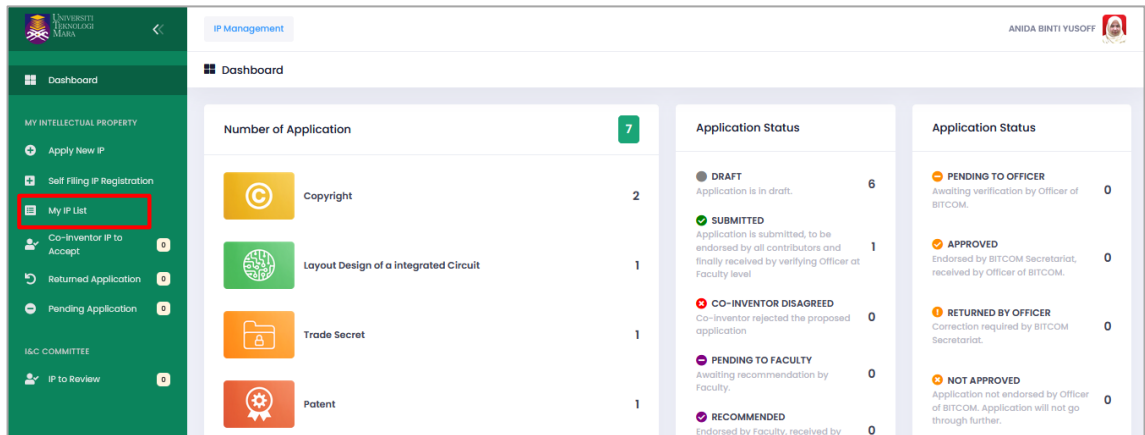


Figure 17.1 Dashboard

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

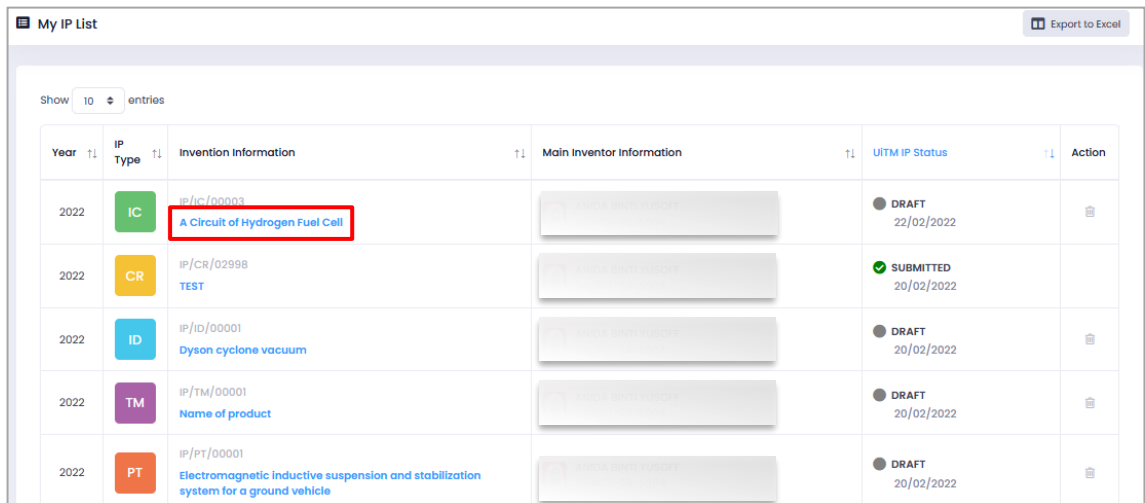


Figure 17.2 IP Application List

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

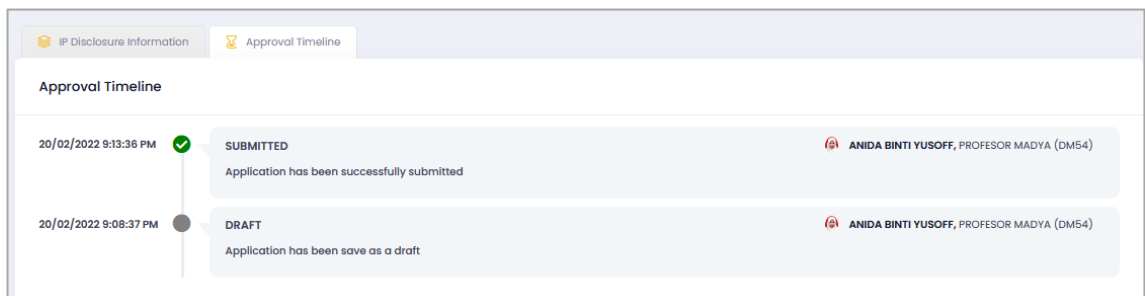


Figure 17.3 Approval Timeline

18.0. RETURNED APPLICATION

- a. Click “Returned Application” as shown in Figure 18.1 below.

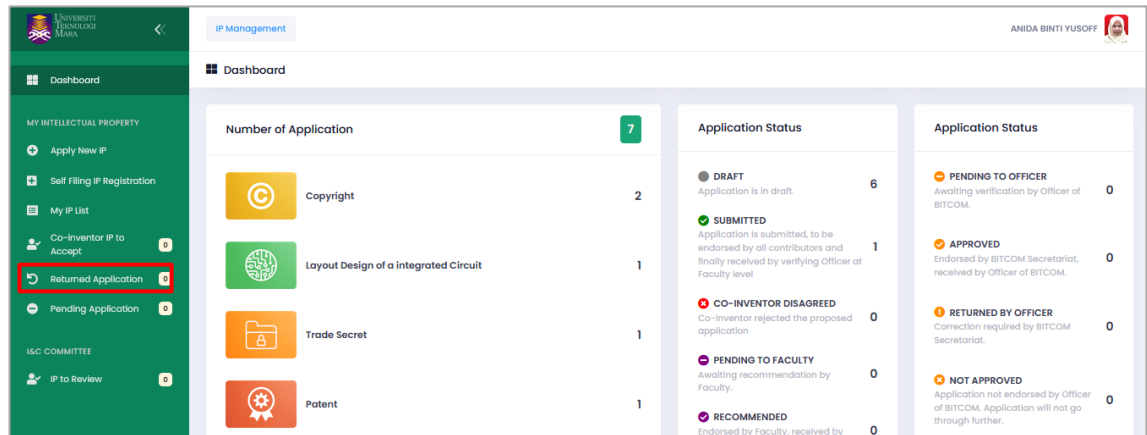


Figure 18.1 Dashboard

- 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

- 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.
- Click **“My IP List”** as shown in Figure 19.1 below.

The screenshot shows the 'IP Management' dashboard. On the left, a sidebar menu has 'My IP List' highlighted with a red box. The main content area is divided into three columns: 'Number of Application' (total 7), 'Application Status', and 'Application Status' (detailed). The 'Number of Application' column lists: Copyright (2), Layout Design of a Integrated Circuit (1), Trade Secret (1), and Patent (1). The 'Application Status' column lists: DRAFT (6), SUBMITTED (1), CO-INVENTOR DISAGREED (0), PENDING TO FACULTY (0), and RECOMMENDED (0). The detailed 'Application Status' column lists: PENDING TO OFFICER (0), APPROVED (0), RETURNED BY OFFICER (0), and NOT APPROVED (0).

Figure 19.1 Dashboard

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

The screenshot shows the 'My IP List' table. The table has columns: Year, IP Type, Invention information, Main Inventor information, UTM IP Status, and Action. The first row is highlighted with a red box around the 'IP/CR/02999' and 'TEST BY LINA' text.

Year	IP Type	Invention information	Main Inventor information	UTM IP Status	Action
2022	CR	IP/CR/02999 TEST BY LINA		✓ SUBMITTED 27/02/2022	
2022	CR	IP/CR/02997 test by teknikal		✓ SUBMITTED 27/02/2022	
2022	CR	IP/CR/02998 TEST		✓ COMPLETED 27/02/2022	

Figure 19.2 IP List

- 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.
- Pop-up message will appear, then click on **“Yes, send email!”** button.

IP Disclosure Information | Approval Timeline

IP Disclosure Information PREVIEW PDF

- Contributors
- Funding
- Disclosure
- External Collaboration
- Benefit of Copyright
- Copyright
- Statutory Declaration
- Applicant Declaration

Applicant Declaration

The information which is provided on this form will be used by the University to access the ownership of the intellectual property rights, potential third party claims to those rights and obligations to external sponsors. Incorrect or incomplete detail could lead, the reduction or loss of commercialization revenues, or the invalidation of copyright notice.

I declare that the information which I have provided in this form is, to the best of my knowledge and belief, correct and complete and that the contributors named are all the original creators of this work. I also agree to cooperate in seeking or other legal protection in the name of University/institution and in the commercialization of this work. I also confirm that I have notified the University/institution of any conflict of interest which may exist in relation to the work.

IP Faculty : J0000 - CAWANGAN JOHOR

Event Code :

eSubmit Status ✔ ACCEPTED

Name of Inventor/Originator/Co-inventor :

Category : MAIN INVENTOR

Approximate % Contribution : 50 %

Acceptance Date : 27/02/2022

eSubmit Status ● PENDING

Name of Inventor/Originator/Co-inventor :

Category : CO-INVENTOR

Approximate % Contribution : 50 %

Send Email Notification

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.

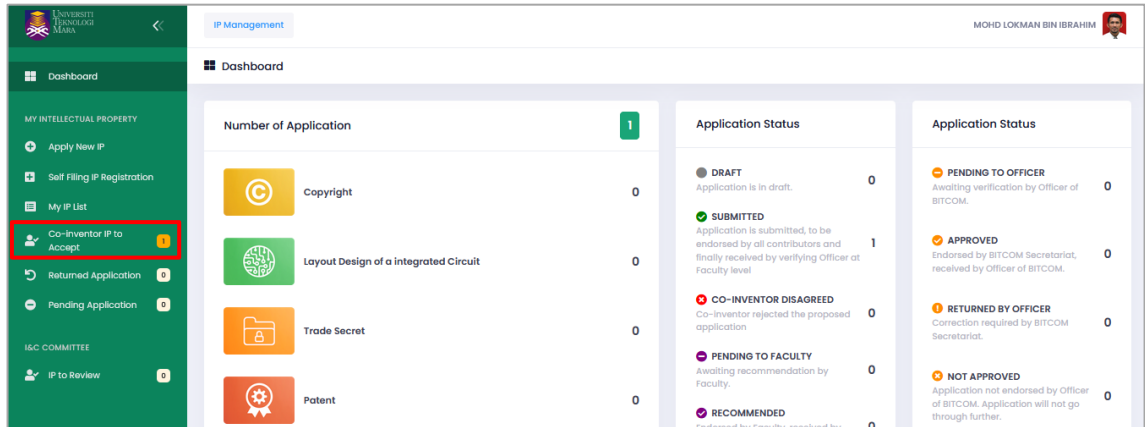


Figure 20.1 Dashboard

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

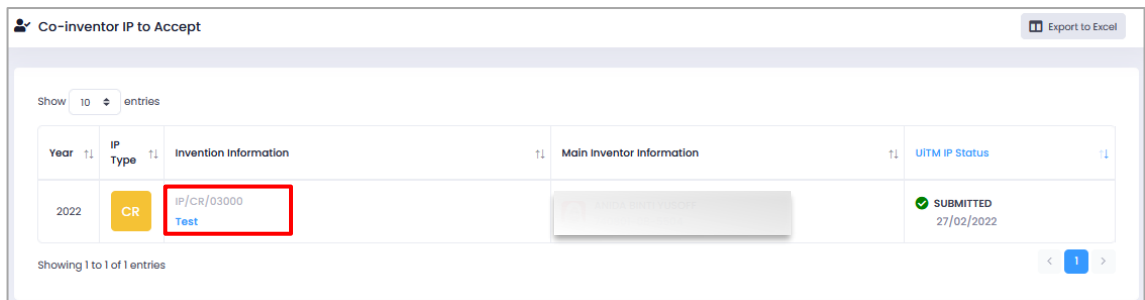


Figure 20.2 IP List to Accept

- 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.

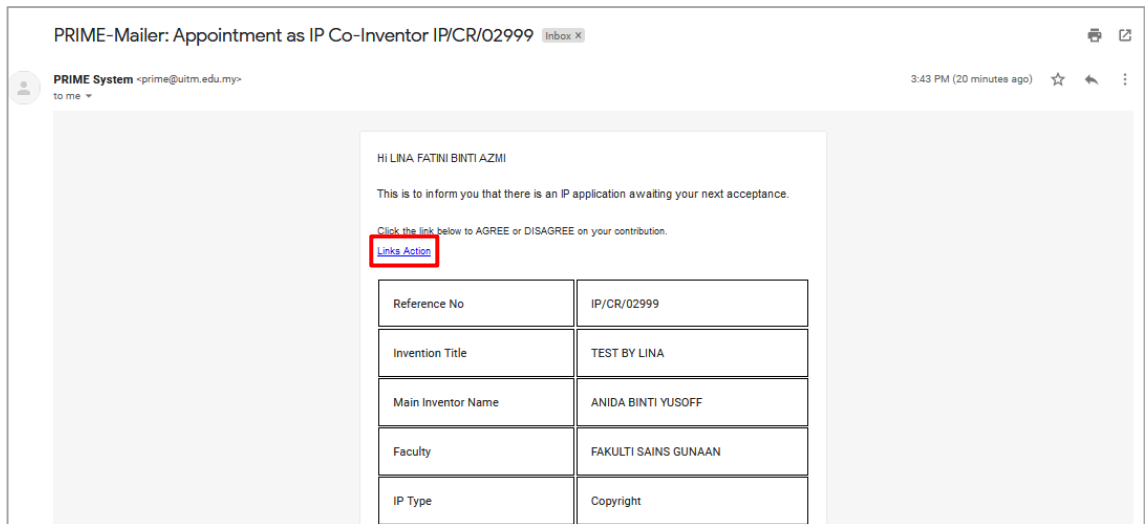


Figure 20.3 Email notification

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

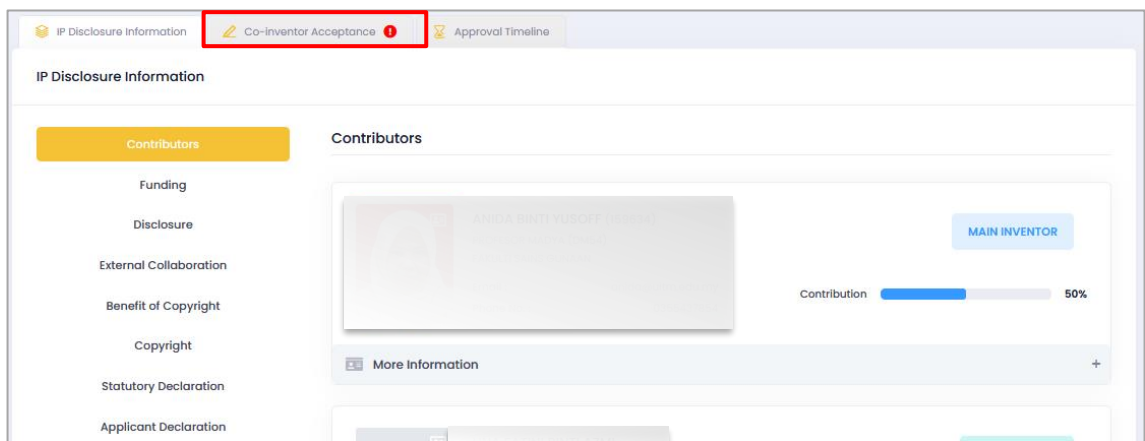


Figure 20.4 IP Disclosure Information

- 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.

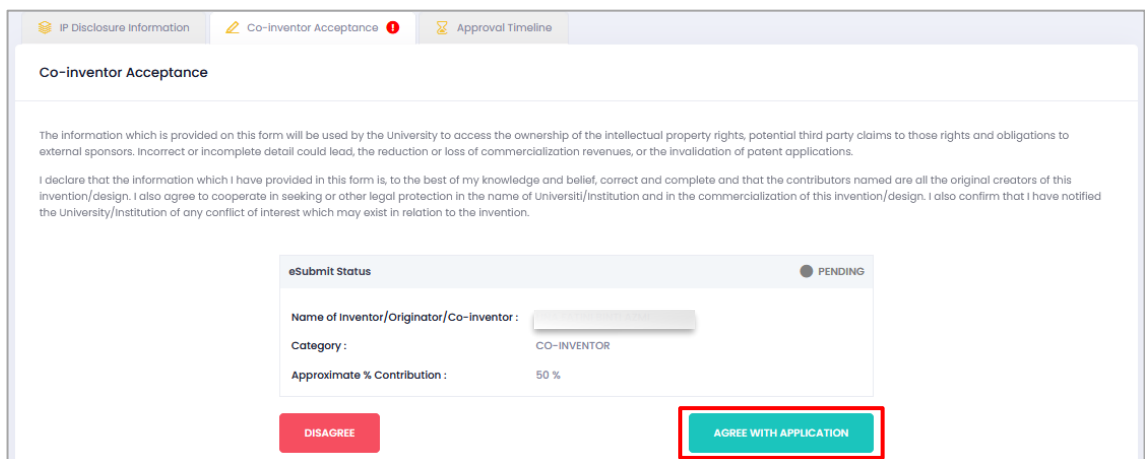


Figure 20.5 Co-Inventor Acceptance

- 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.

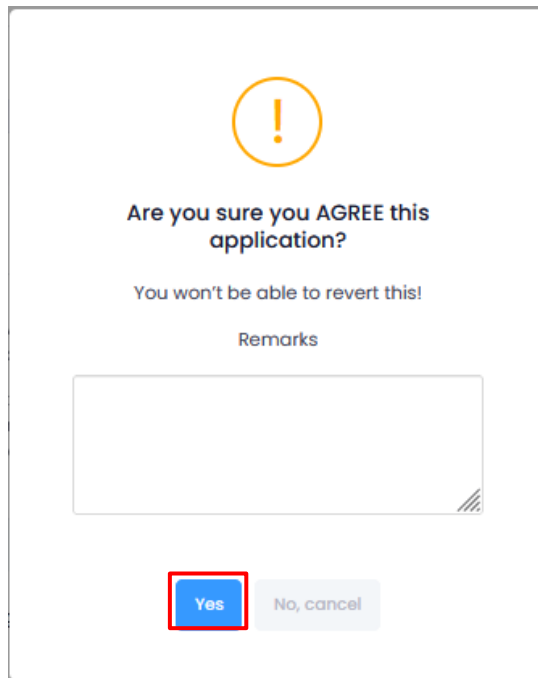


Figure 20.6 Submit Invitation