Inteum is the database used by CURF to manage the technology transfer process, i.e. confidential invention disclosures, patents, licenses, etc.

CURF is implementing Inteum's Inventor Portal for electronic submission of Confidential Invention Disclosure Forms (CIDF). Inventors will be able to save the CIDF and return to make updates, upload documents, photos, etc., prior to submitting the disclosure. In addition, the inventor(s) will be able to communicate directly with the commercialization officer assigned to the disclosure. The enhanced capability of Inventor Portal will greatly assist in CURF's technology evaluation and commercialization process.

INVENTOR INSTRUCTIONS FOR SUBMITTING A CIDF THROUGH INTEUM'S INVENTOR PORTAL:

1. Click the following link and **Request Account** for Inventor Portal:
    https://east.inteum.com/clemson/inventorportal/login.aspx.

    NOTE: This link can be bookmarked for future access to Inventor Portal.

2. An email will be sent to you that includes a link to be used for creating an account.

3. Fill in the User Information. NOTE: Fields marked with "*" are required fields. Make note of your user name and password to be used for future access to Inventor Portal.

4. Once the User Information is **saved**, you will be able to add a new CIDF.

5. From within the Inventor Portal, click on the **Add Disclosure** tab and select the appropriate disclosure type.

6. Fill in the CIDF information. NOTE: Fields marked with "*" are required fields and must be filled in before submitting the CIDF.

7. Review all information for accuracy and completion. All information can be updated until you submit the CIDF.

8. **Submit** the CIDF when all information has been entered.

    NOTE: Once you have clicked submit the only edits that can be made are to add a remark or upload a document.

    At this point the Tech Transfer Office will review your disclosure.

9. Once the disclosure is approved, an email will be sent to you requiring an electronic signature. Click on the link in the email and electronically sign the CIDF.