

## How to customize your iPortal Home Page

To get the maximum visibility to your personal activity, the Intellectual Property Office (IPO) recommends you customize your iPortal home page the first time you access the iPortal.

1. In the **Tasks** box on the right side of the page select **Customize Home Page**.  
**Welcome, Roilene Inventor**

▼ Inventions for Your Area and Division - Leader

List 10 per page

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No.	Title	Disclosure Date	Disclosure Status	Inventors
2023-114	Machine Learning Based System for Automated Estimation of Crystal Unit Cell Parameters from X-ray Diffraction Powder Patterns (MLCell) v0.1	Jun 14, 2023	File/Assert	Aaron Brewster ★ Vanessa Oklejas
2023-095	Machine Learning Based System for Automated Estimation of Crystal Unit Cell Parameters from X-ray Diffraction Powder Patterns	May 11, 2023	New/Open	Aaron Brewster Tess Smidt Daniel Paley David Moreau ★ Vanessa Oklejas
2023-081	X-ray Scattering Assisted Optimization of Lipid Nanoparticles	Apr 19, 2023	New/Open	★ Gregory L. Hura Michal Hammel Lee Joon Kim
2023-065	Infrared detection of ionizing radiation exposure	Mar 15, 2023	New/Open	Hoi-Ying Holman Susan E. Celniker Petrus H Zwart Jian-Hua Mao Hang Chang Antoine M. Snijders James B. Brown ★ Jamie Inman Liang Chen Dhruba Ghosh Yulun Wu
2022-128	Tunable adiabatic plasmon surface focusing for	Jan 14, 2022	Do Not File/Assert	★ Hoi-Ying Holman

Tasks

- Interinstitutional and IP Plan
- Material Transfer Agreement (MTA) Request Form
- Nondisclosure Agreement (NDA) Request Form
- Online Data Disclosure
- Online Drawing and/or Design Disclosure
- Online Invention Disclosure
- Online Software Disclosure
- Request IPO Review
- **Customize Home Page**

2. A list of Available Home Page Widgets including the name and description of the widget will appear on page titled Customize Home Page. Select the ones with Division- Leader in the name.
3. Press the **Add to Home Page** button next to all the widgets you want to add to your home page.

▼ Available Home Page Widgets

Widget Name	Description	
Latest Agreements Entered	Recent agreements for your organization.	Add To Home Page
Latest Agreements You Entered	None	Add To Home Page
Latest Inventions Entered	Recent Inventions for your organization.	Add To Home Page
Latest Inventions You Entered	Latest Inventions You Entered	Add To Home Page
Agreements for Your Division - Leader	Agreements created for Divisions you lead	Add To Home Page
Inventions for Your Division - Leader	Inventions created for Divisions you lead	Add To Home Page
Intellectual Properties for Your Division - Leader	Intellectual Properties created for Divisions you lead	Add To Home Page
Projects for Your Division - Leader	Projects created for Divisions you lead	Add To Home Page
Agreement Submissions	Displays all Agreement submissions.	Add To Home Page
Your Submissions	Displays all submissions created by you.	Add To Home Page
Invention Submissions	Displays all Invention submissions.	Add To Home Page

▼ Current Home Page Widgets

Widget Name	Title	Sort Order	
Inventions for Your Division - Leader	Inventions for Your Area and Division - Leader	1	✕
Agreements for Your Division - Leader	Agreements for Your Area and Division - Leader	2	✕
Your Submissions	Your Submissions	3	✕

Customize Page
Finish

- You can customize the order widgets appear on your home page. Below the widget list on the Customize Home Page you will see the **Current Home Page Widgets section**. Number the Sort Order boxes in the order you would like to see the widgets on your home page. The Sort Order field with the lowest number will show first on the Home Page.  
(Note: this can be changed at any time)
- Click the Finish button at the bottom of the page.
- Now, you will see the newly added widgets on your customized home page.
- You can make changes to your homepage at any time by clicking the **Customize Home Page link in the Tasks box**.

## Welcome, Roilene Inventor

### ▼ Inventions for Your Area and Division - Leader

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2023-114	Machine Learning Based System for Automated Estimation of Crystal Unit Cell Parameters from X-ray Diffraction Powder Patterns (MLCell) v0.1	Jun 14, 2023	File/Assert	Aaron Brewster ★ Vanessa Oklejas
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### ▼ Agreements for Your Area and Division - Leader

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Track Code	Organization/Person	Start Date	Status
2024-0160	▼ Lawrence Berkeley National Laboratory (LBNL) Arrakis Therapeutics Inc.	Dec 20, 2023	In Execution
2024-0103	▼ NIH - National Institute of Environmental Health Sciences Lawrence Berkeley National Laboratory (LBNL) ★ Susan Tsutakawa	Nov 10, 2023	Information Gathering

### ▼ Your Submissions

Track Code	Title	Submit Date	Submission Status
OA2020-03165	Material Transfer Agreement (MTA) Request Form	Feb 10, 2020 2:20 PM	Declined
OA2017-01009	Nondisclosure Agreement (NDA) Request Form	Jul 26, 2017 9:42 AM	Declined
OA2017-00968	Material Transfer Agreement (MTA) Request Form	Jul 6, 2017 2:56 PM	Declined
OA2017-00963	Material Transfer Agreement (MTA) Request Form	Jul 3, 2017 12:22 PM	Declined
OA2017-00959	Nondisclosure Agreement (NDA) Request Form	Jun 30, 2017 11:05 AM	Declined
OA2017-00957	Material Transfer Agreement (MTA) Request Form	Jun 30, 2017 9:49 AM	Declined

#### Tasks

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What can Division Leader and Division Admin roles view.	Division Leader and Division Admin roles allow the individual to view the invention, agreement, and intellectual property records for their assigned division.
How do I get back to my homepage?	Press the Home button to take you back to the homepage.
Why can't I download files?	All files in a record are internal documents used only by IPO. Lab staff outside of IPO do not have permission to download any files. If you have any questions about a specific record, please contact the appropriate assigned IPO technology manager.
Why are areas in a record greyed out?	Areas in a record that are greyed out indicate that you do not have permission to view them.
What is the IB number for inventions?	The IB number in the Innovation Portal is represented by the invention track code. The track code uses a Year-XXX format rather than the older invention naming convention of IB-XXXX.

Why do inventions not show up on my homepage?	Only inventions for which you were noted as an inventor will show in your homepage. If you are not an inventor, you will not have any inventions shown. If you have been given a role of Division Administrator, Division Leader, or Organization Leader, you will see inventions for your division and/or the organization in your homepage.
Is a Record of Invention the same as a patent?	No. A Record of Invention is an internal Lab document written by the inventor and submitted to the Lab's Patent group. Once your ROI has been reviewed by IPO, a staff member will contact you and a decision will be made as to whether or not a patent application will be filed. Simply submitting a ROI does not protect intellectual property rights. A patent application is a detailed document prepared by the Lab's Patent group and filed with the U.S. Patent and Trademark Office (USPTO).
Why does the Invention title not match the Intellectual Property title?	The intellectual property title may change from the invention title during the patent application process.
Why can't I see all the inventions in my division? Or for the entire lab?	Your user role will determine what inventions you can see in the Innovation Portal. If you are named as an inventor on an invention record, you will be able to see the invention. Users who have been designated as a Division Administrator or Division Leader will be able to see the division's inventions. Users designated as a Organization Leader will be able to see all the lab's inventions.
Why don't I see license agreements	You will only see agreements that you are associated with if you

I am associated with?	were named as the Principal Investigator and IPO added you to the Principal Investigator section of the agreement. Many of the older license agreement records were imported into the system from the old licensing management system. These license agreements may not list you if originally reported and entered as such.
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Who is the contact for questions regarding my inventions or agreements?	Invention Record: Contact the Patent Manager, Technology Manager, or Business Development Manager assigned. License Agreement: Contact the Contract Manager (Licensing Manager).
Online Invention Disclosure	The ROI Submission link in the Tasks box has been renamed Online Invention Disclosure.

## Search for records

The Division-Leader and Division – Admin have the ability to search for invention, agreement, and intellectual property records.

Home

Records

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**Tasks**

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- Online Drawing and/or

Press the Search button.

**Find Records**

Quick Find

Record Type

☒ Invention  
☐ Agreement  
☐ Intellectual Property  
☐ Project

Project

Invention Track Code

Disclosure Date Start

Jan

1

Disclosure Date End

Jan

1

Inventor

Invention Licensing Officer

Invention Licensing Officer Type

☒ All  
☐ Technology Manager  
☐ Patent Manager  
☐ Business Development Manager

Contract / Grant No

Invention Keywords

Agreement: Search by agreement track code, agreement organization, agreement person, agreement type, agreement status, and agreement keywords.

Agreement Track Code

Agreement Organization

Agreement Person

Agreement Type

Agreement Status

Agreement Licensing Officer

Agreement Licensing Officer Type

Agreement Keywords

Interinstitutional Agreement

IP Management Plan

IP Management Plan & Option

IPS Legacy Agmt - License

IPS Legacy Agmt - Master SW

IPS Legacy Agmt - NDA/MTA

Letter of Intent to License

License & Option

License - Co-exclusive

License - Exclusive FDU

License - Master/Nonmaster SW

Active

Archive

Awaiting Payment - SW Order

Expired

In Execution

In NDA/MTA Queue

In Negotiation

Information Gathering

Legal Review

On Hold

All

Licensing Associate

Business Development Manager

Intellectual Property: Search by the intellectual property track code, intellectual property application number, and intellectual property keywords.

Intellectual Property Track Code

Intellectual Property Application/Number

Intellectual Property Keywords

Attorney Reference

Quick Find

Press the Quick Find button to execute the search. The results will be shown on the screen.

