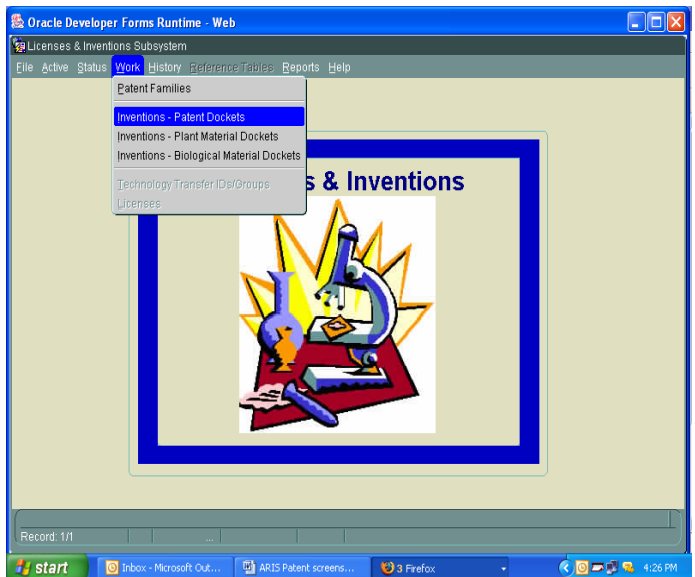
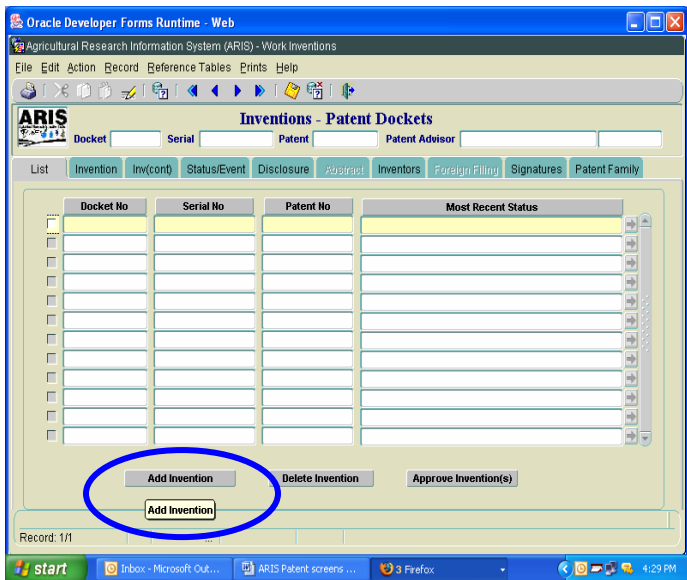




Select Licenses/Inventions



Select Work/Inventions-Patent Dockets

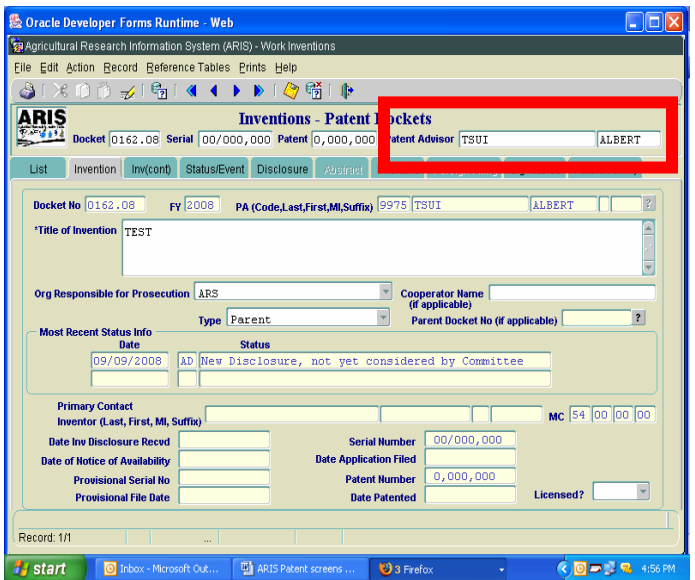


Click on the **Add Invention** button.

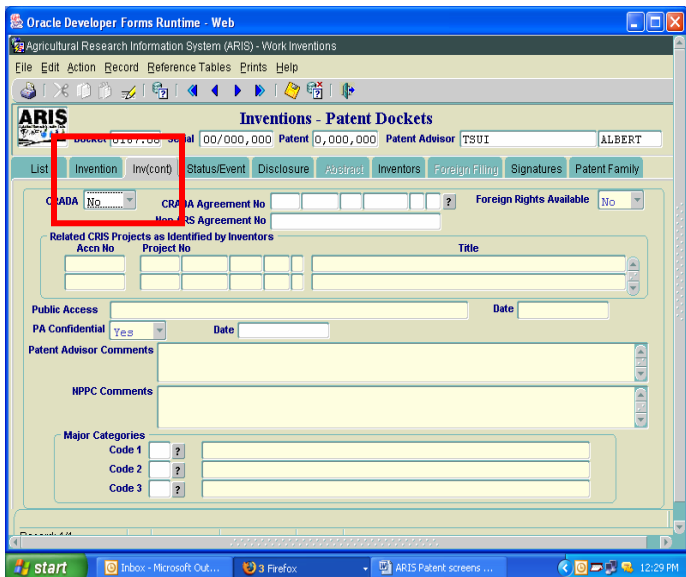
**NOTE:** The designated Patent Advisor's name will appear in the upper right corner (red rectangle) on each tab of the Invention/Disclosure entry.

The designated Patent Advisor can answer questions and provide guidance/assistance to the Unit scientists and their staff.

The current Patent Advisor listing is located at <http://www.ars.usda.gov/business/docs.htm?docid=763&page=4>

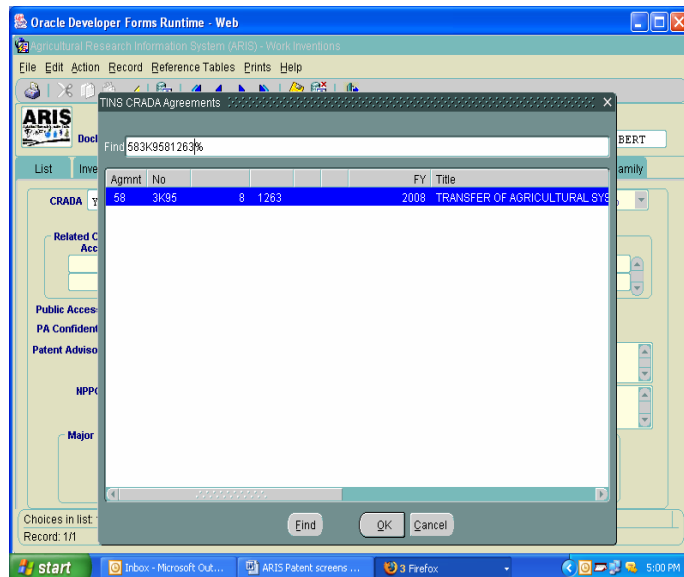


1. Enter the Title of the Invention
2. ▼ Use the drop-down menu button to select the Organization Responsible for Prosecuting the Invention (usually either ARS or Cooperator).
  - If Cooperator is selected: enter the Cooperator Name into the block to the right of Org Responsible.
3. Select Parent for Type (use the ▼ **drop-down button**). HQ/OTT will revise this as appropriate.
  - All other info defaults into the screen. Click on the **Save icon** at the top of the screen.
4. Click on the **Inv(cont)** tab

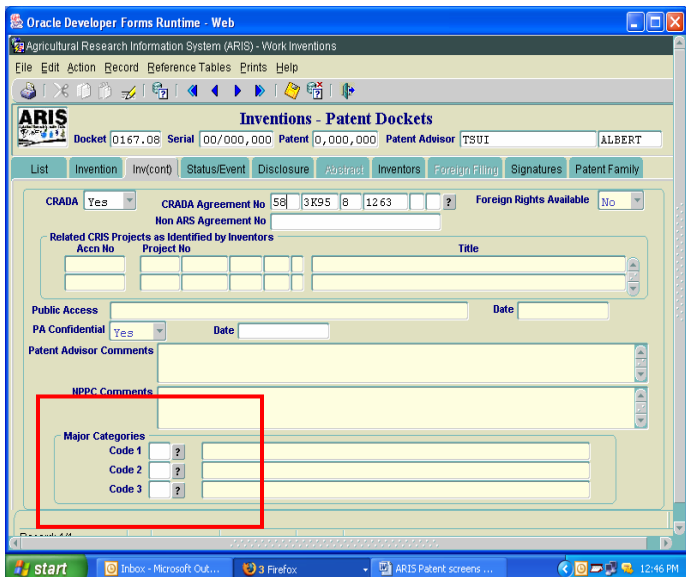


Use the ▼ **drop-down menu button** to select Yes or No for a CRADA partner.

**If CRADA = No:** Proceed to the Major Categories Code entries at the bottom of the screen.

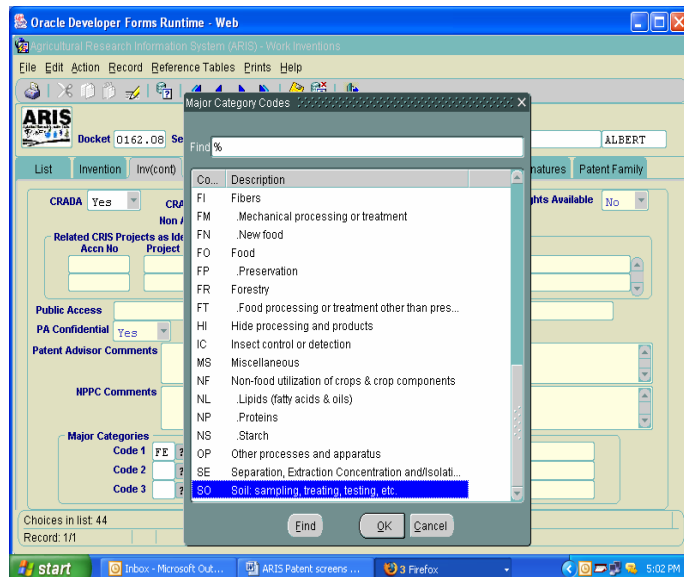


1. If CRADA = Yes: click on the **LOV?** button to the right of the CRADA Agreement No. line
2. Enter the CRADA Agreement Number in front of the % symbol and click on the **Find** button
3. The CRADA Agreement Number will appear (see above). Click on the **OK** button.



The CRADA Agreement Number will appear as shown above.

Proceed to the Major Categories section at the bottom of the screen. (red rectangle section)

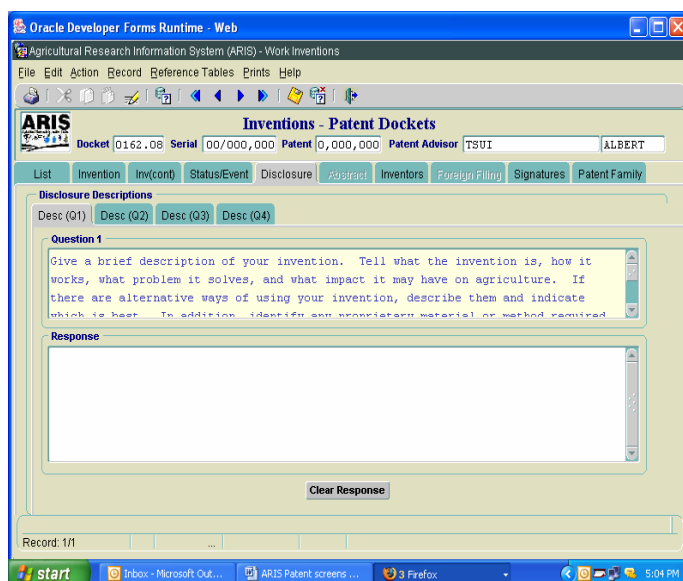
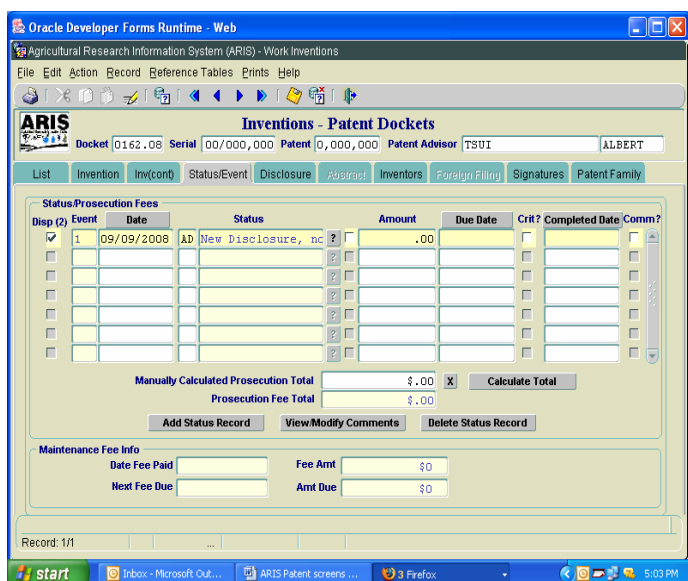


**NOTE:** The Codes & Descriptions for the Major Categories section appear on the next page.

1. Click on the **LOV? Button** to the right of each code block as applicable.
2. Enter the Code letters in front of the % symbol.
3. Click on the **Save icon** at the top of the screen.

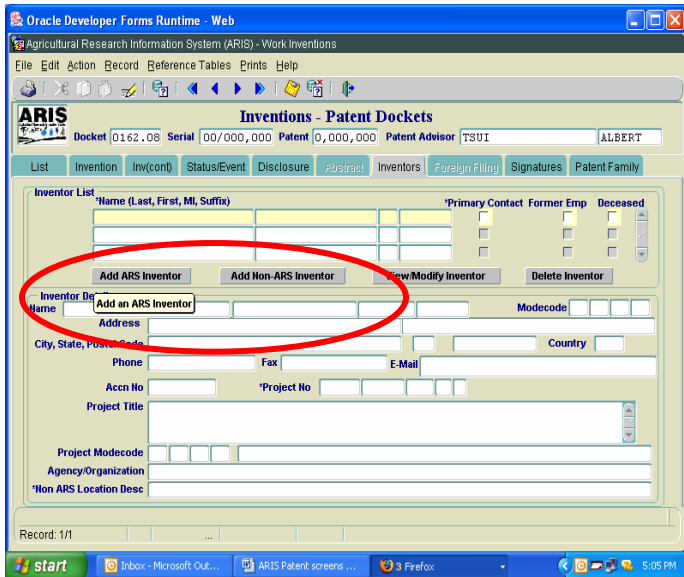
Table below lists all codes in effect as of 09/11/2008

Code	Description	Code	Description	Code	Description
<b>AH</b>	Animal Husbandry	<b>CF</b>	Food Additive	<b>FR</b>	Forestry
<b>AT</b>	Analytical, test or measurement instruments or procedures	<b>CH</b>	Herbicidal	<b>FT</b>	Food processing or treatment other than preservation
<b>BA</b>	Assays using biomaterials	<b>CM</b>	Pharmaceutical	<b>HI</b>	Hide processing and products
<b>BB</b>	Biocontrol of organisms	<b>CO</b>	Novel compositions and Related Processes	<b>IC</b>	Insect control or detection
<b>BC</b>	Cell lines, hybridomas, monoclonal antibodies	<b>CP</b>	Pheromone containing	<b>MS</b>	Miscellaneous
<b>BD</b>	Biomedical devices or procedures	<b>CR</b>	Animal repellent	<b>NF</b>	Non-food utilization of crops & crop components
<b>BE</b>	Enzymes and other proteins	<b>CT</b>	Fertilizers	<b>NL</b>	Lipids (fatty acids and oils)
<b>BG</b>	Genetic modification of higher organisms	<b>EC</b>	Energy, conversion or collection (e.g., solar wind)	<b>NP</b>	Proteins
<b>BI</b>	Vaccines	<b>EN</b>	Environmental: prevention or remediation of pollution	<b>NS</b>	Starch
<b>BM</b>	Microorganisms	<b>FC</b>	Chemical processing or treatment	<b>OP</b>	Other processes and apparatus
<b>BN</b>	Nucleic acids, genes, DNA/RNA	<b>FE</b>	Farm Equipment	<b>SE</b>	Separation, Extraction Concentration and/Isolation
<b>BT</b>	Biotechnology	<b>FI</b>	Fibers	<b>SO</b>	Soil sampling, treating, testing, etc.
<b>BV</b>	Vectors	<b>FM</b>	Mechanical processing or treatment		
<b>CA</b>	Animal attractant	<b>FN</b>	New food		
<b>CB</b>	Biocide	<b>FO</b>	Food		
<b>CE</b>	Encapsulation	<b>FP</b>	Preservation		



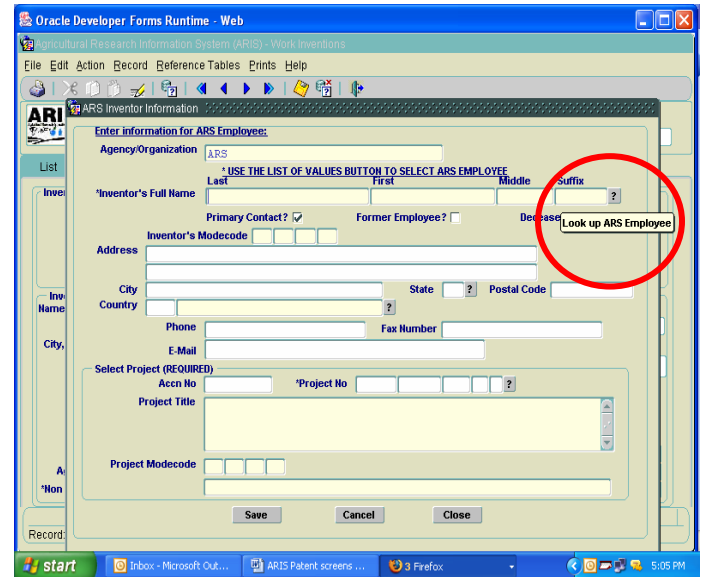
**Status/Event** tab: No data entry required; this is handled/completed by HQ/OTT staff as appropriate to the Invention/Disclosure.

- Click on the **Disclosure** tab and complete each question (**required**).
- Use Ctrl C (copy)/Ctrl V (paste) to enter the information from the Word document for each question.

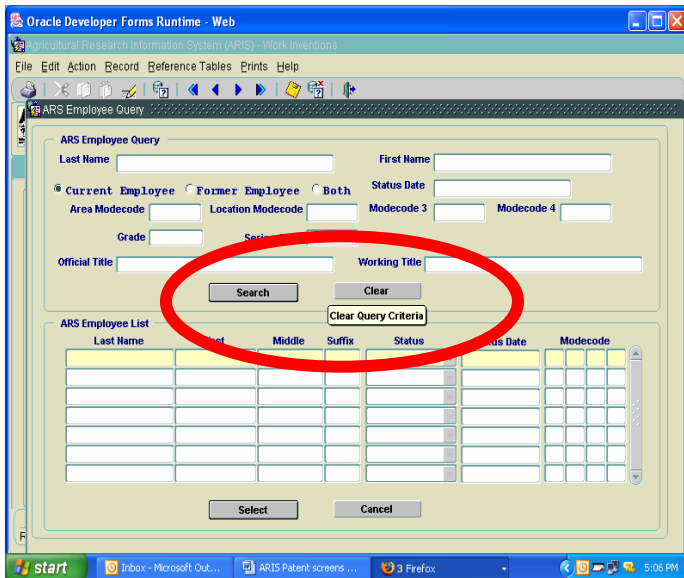


Select the **Inventors** tab

- Click on the **Add ARS Inventor** button

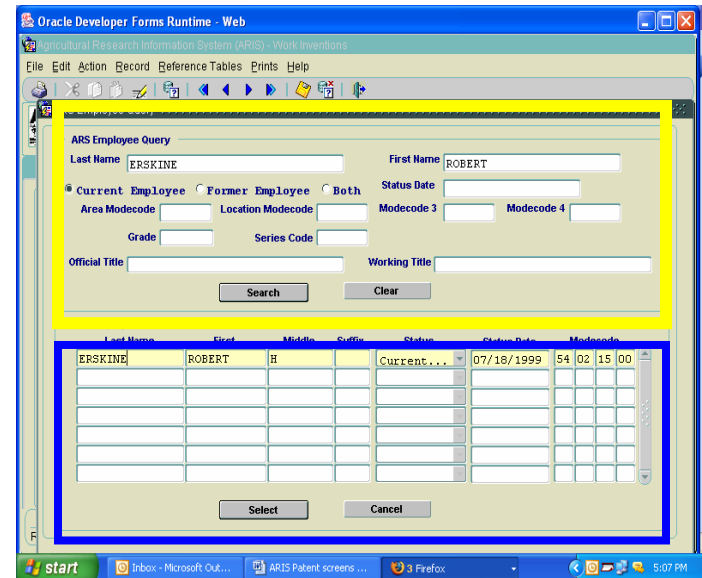


Click on the **LOV? Button** to the right of the Inventor's Full Name line



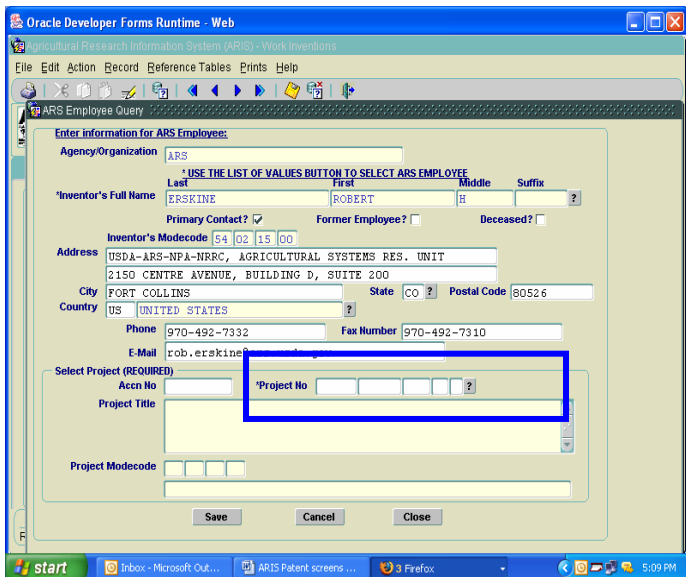
**HIGHLY CRITICAL STEP:**

It is extremely important that the **Clear** button is clicked to clear all query criteria **PRIOR** to starting the ARS employee search. This step is especially important when a Non-SY employee is listed as an Inventor (i.e., technician).



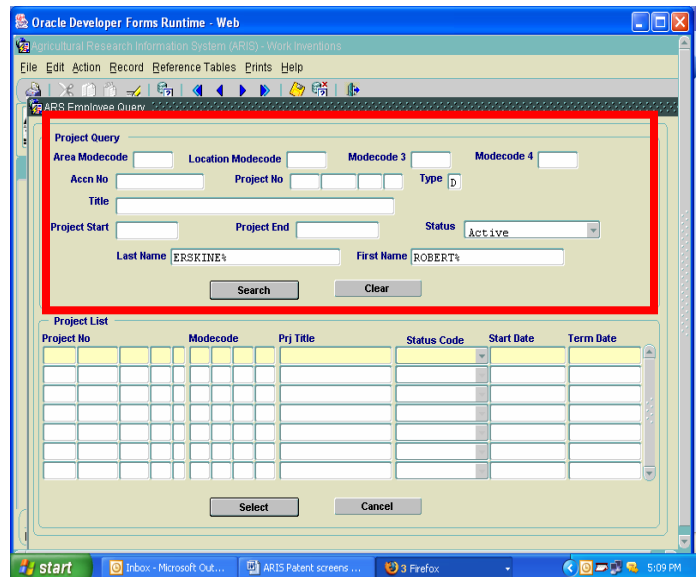
1. Click on the **Clear** button first and then enter the Last Name & First Name of the ARS employee in the blocks as shown above (yellow rectangle).
2. Mark the Current, Former or Both circles (see **Note** below for explanation).
3. Click on the **Search** button. The employee's name will appear; make sure the line is highlighted.
4. Click on the **Select** button (blue rectangle).

- NOTE:**
- Current Employee: Searches the database for current ARS employees only (**default query**)
  - Former Employee: Searches the database for employees no longer with ARS
  - Both: Searches the database for current and former ARS employees



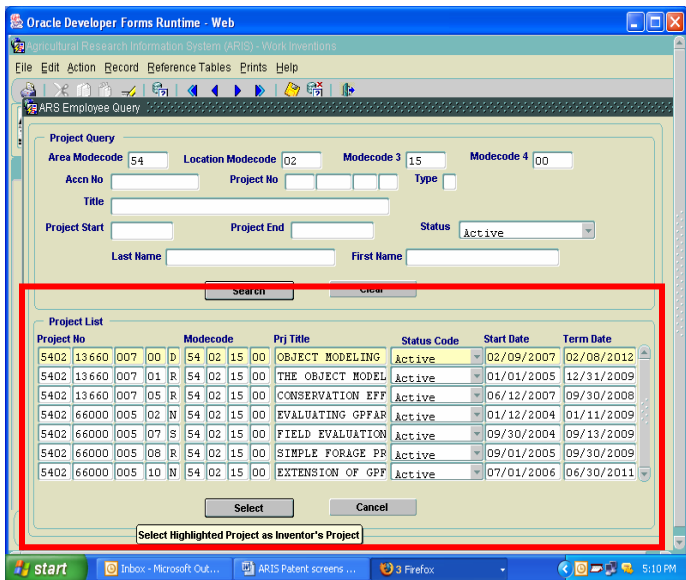
The screen above appears.

1. Complete the data entry for the full mailing address, phone, fax, and E-mail.
2. Click on the **LOV? Button** to the right of the \*Project No line (blue rectangle above).



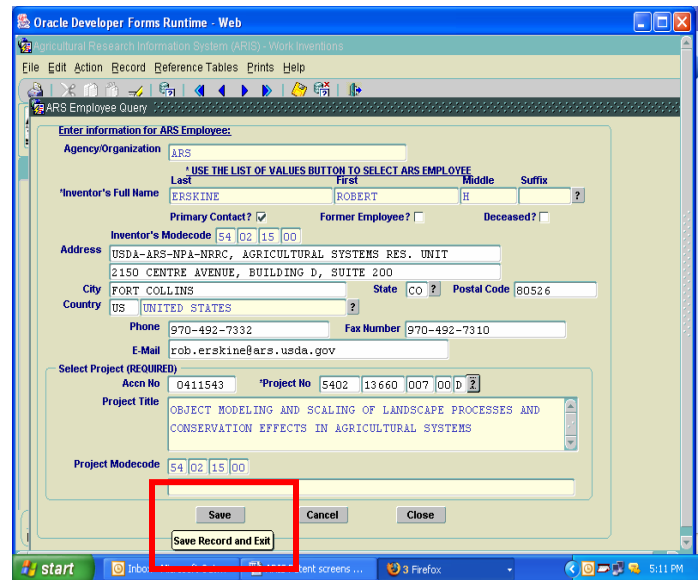
- The Last Name, First Name, Type and Status blocks default the information based upon prior data entry.
- Enter the Mode Code, Accession or Project Numbers.
- Click on the **Search button**.

**Note:** Using the mode code only works best when the employee is a Non-SY.



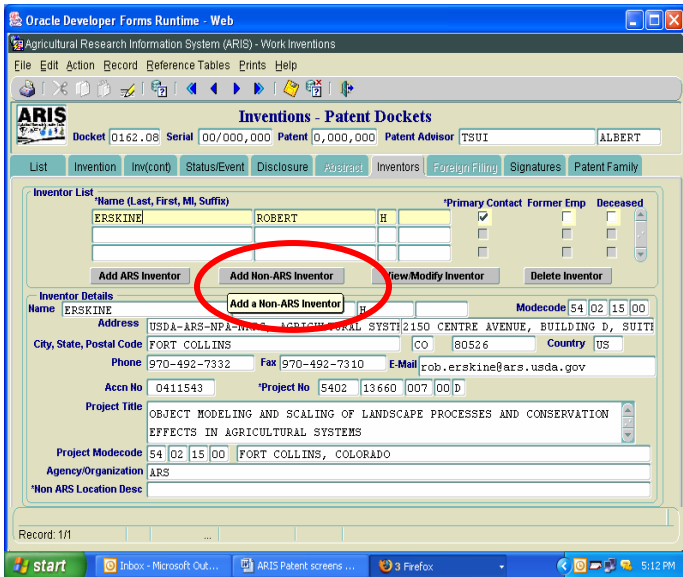
The Active project listing appears.

1. Highlight the correct project line.
2. Click on the **Select button**.



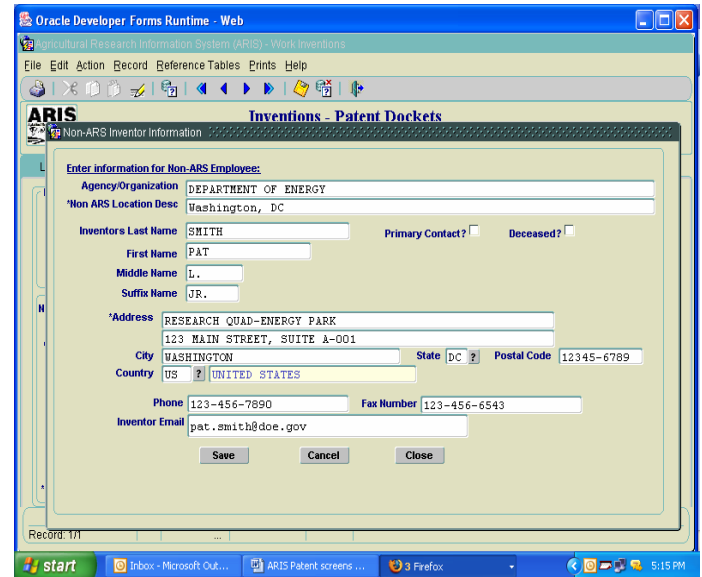
1. Confirm the data entry/information on the screen.
2. Click on the **Save button**.

**NOTE:** The Save button (Save Record and Exit) returns the ARIS Operator to the Inventors tab; it does not exit out of the ARIS system.



To add a Non-ARS Inventor:

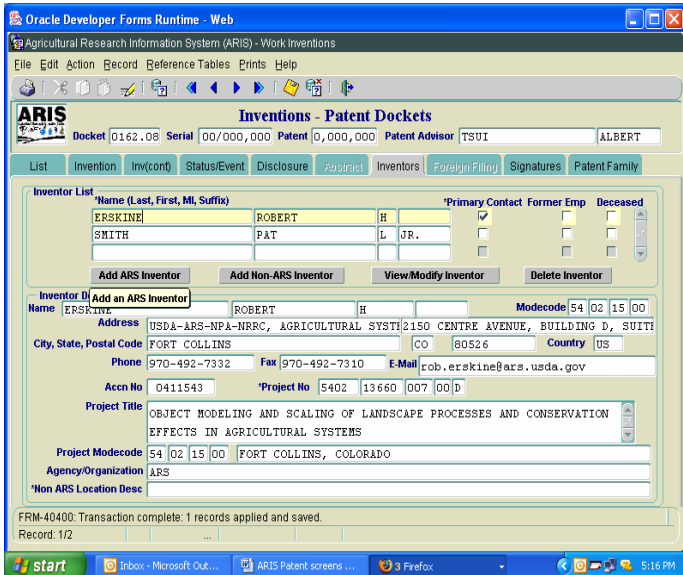
Click on the **Add Non-ARS Inventor** button.  
(See next screen)



Complete the data entry as shown above.

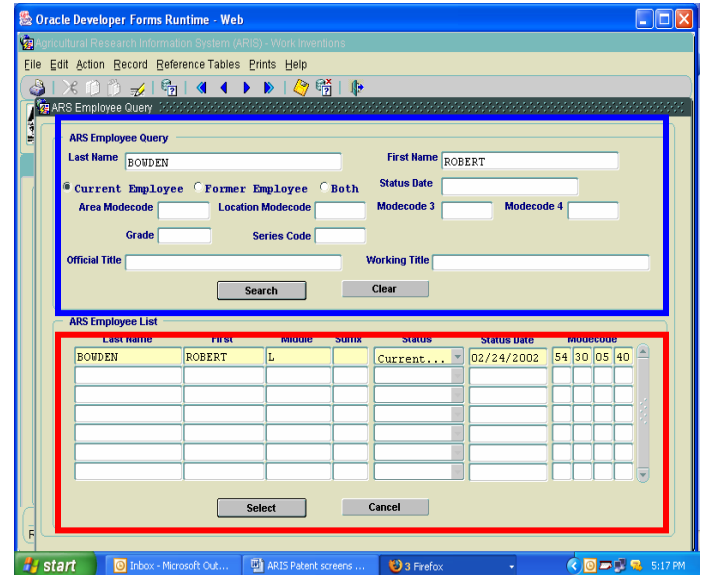
Repeat the steps/process to add other Non-ARS Inventors.

Click on the **Save** button after adding all information for each Non-ARS Inventor.

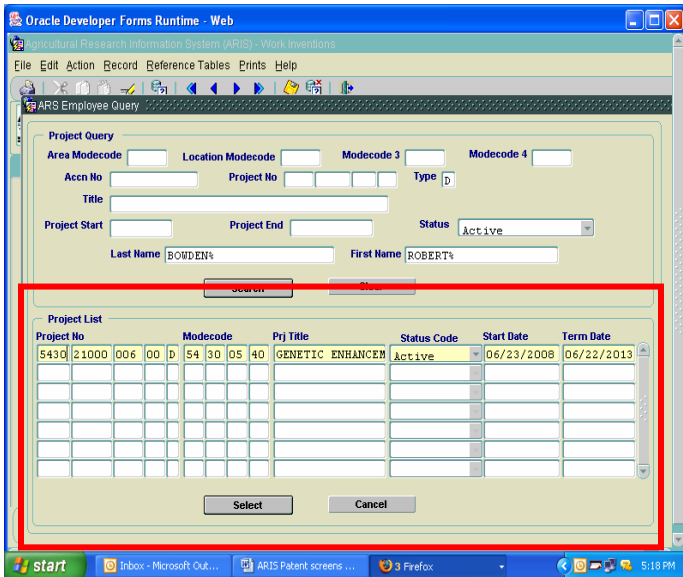


It is not unusual to have an ARS Inventor from another Unit/Location/Area. Each Inventor (ARS and Non-ARS) must be listed on the Invention-Patent Docket entry.

Click on the **Add ARS Inventor** button.



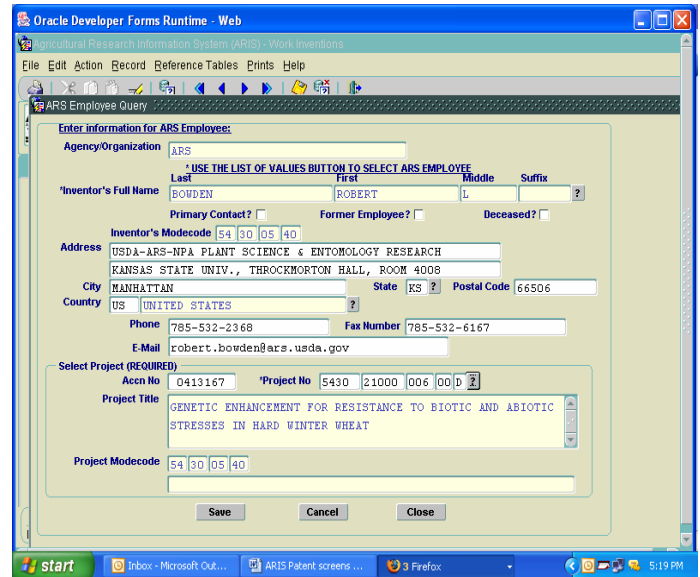
1. Enter the Last Name and First Name of the ARS Inventor and mark Current, Former or Both (blue rectangle).
2. Click on the **Search** button.
3. Highlight the correct employee (red rectangle).
4. Click on the **Select** button.



The Active D project(s) for the ARS employee will appear (red rectangle).

Highlight the appropriate D project (usually provided by the ARS employee from the other Unit/Location/Area).

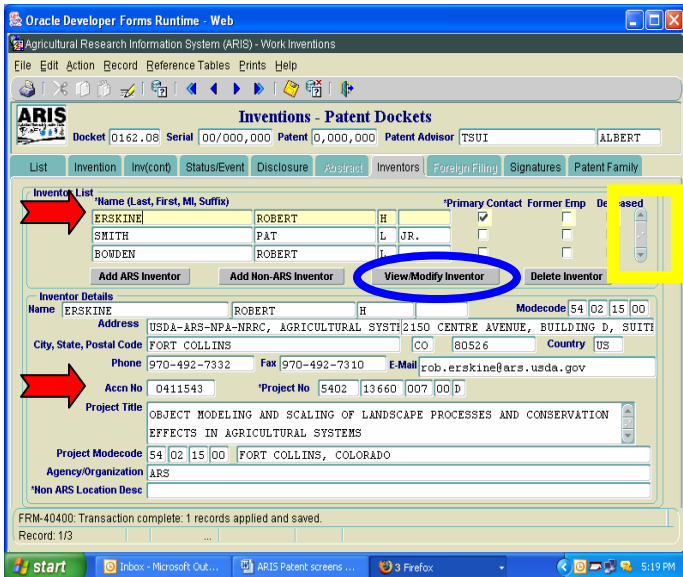
Click on the **Select** button.



The ARS D project info will propagate into the fields as shown in the screen above.

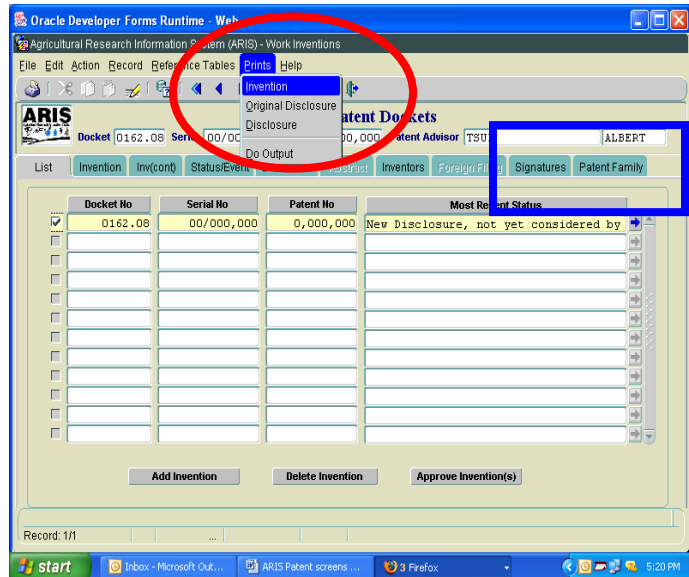
Complete the mailing address, including city, state, zip code, phone, fax and E-mail address.

Click on the **Save** button.

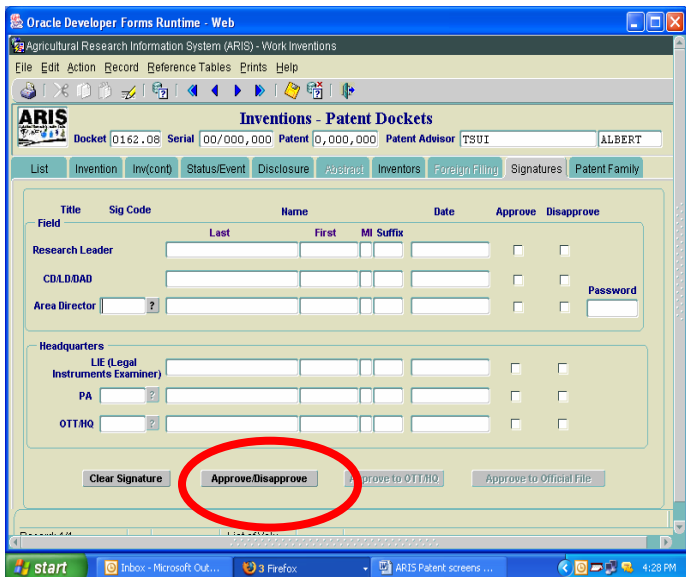


Proof the information entered for each Inventor. Highlight the Inventor line and then check the information as shown below.

- Use the scroll bar to the right to view additional Inventors (yellow rectangle).
- Click on the **View/Modify Inventor** button to access the screens to make revisions (blue oval).

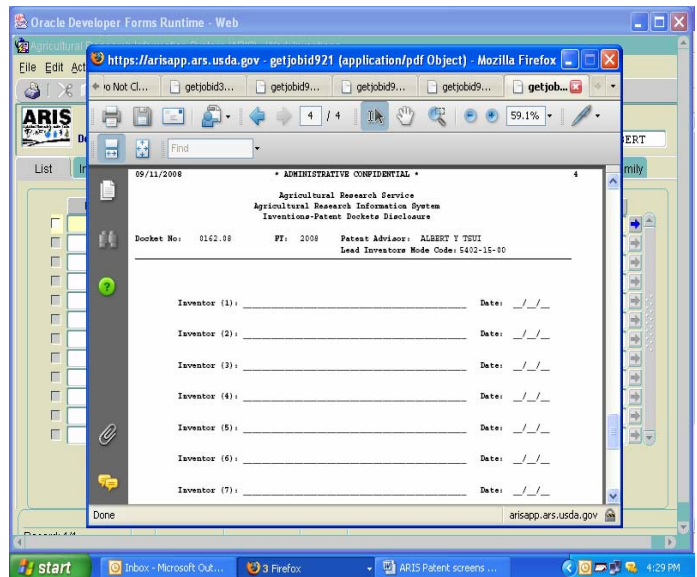


- Print the Invention and Original Disclosure documents.
- Proof-read the Invention/Disclosure documents carefully and correct errors and/or information entered (particularly the Title and Disclosure Questions), prior to releasing the Docket to the next line management level.
- The Invention/Disclosure Docket entry is considered a legal record and it cannot be modified by the Unit/Location/Area once it is approved.
- Any revision request must be sent directly to the Patent Advisor for consideration and assistance.



- Obtain Line Management signatures on the hard copy.
- Enter the RL and/or CD/LD/DAD name(s) and mark the Approve box with ✓ to release the ARIS entry to the next level.
- The date will automatically propagate into the Date block (it cannot be entered manually).
- Use the **Approve/Disapprove button** at the bottom of the Signature screen (the Save icon normally used elsewhere in the system will not work on the Signature tab).

**Patent Family:** Data entry will be handled/completed by HQ/OTT staff as appropriate to the Invention/Disclosure entry.



- Obtain signatures from each Inventor listed (the last page from the Original Disclosure print).
- Mail the original Inventor/Witness Signature page(s) to the designated Patent Advisor.
- Contact the designated Patent Advisor for information, assistance, or instructions.