

# iEdison User Guide for ARPA-E Awardees

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## Executive Summary

iEdison is the platform you, as an ARPA-E awardee, will use to comply with your award's invention, patent, and utilization reporting requirements. This guide is designed to be used by anyone reporting on their organization's award, including the individual identified as the Tech Transfer/iEdison point of contact.

This document is designed to help you navigate the reporting requirements for your award to help you be compliant. It will help you to file and work with invention reports, patent reports, and utilization reports, with screenshots that show what you will see when you are carrying out these tasks. Note the utilization reporting section is longer and more detailed than the others. Other issues, such as account administration, will be towards the end of the document.

The following are the most commonly required actions for awardees by the terms of the applicable award. The specific requirements for each of these actions are set forth in the Patent Rights clause contained in Attachment 2 of each team member's award or subaward, as well as in the operating contract and attendant work authorization for National Labs:

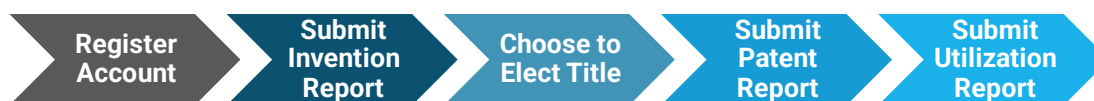


Figure 1: Timeline of Most Commonly Required Actions

### 1. Registration Information

- **What:** Information on how to register your organization in iEdison.
- **How:** [Click this link to the corresponding instructions below.](#)

### 2. Subject Invention Reports

- **What:** Subject invention reports involve formally reporting any invention made in the course of an ARPA-E award. The terms "made" and "subject invention" are defined in the Patent Rights clause. Please note that iEdison uses the term "invention report" instead of "subject invention report."
- **When:** The period of time for reporting is set in the Patent Rights clause.
- **How:** [Click this link to the corresponding instructions below.](#)

### 3. Election to retain title to the disclosed invention

- **What:** The Invention Status reflects the current status of the title to rights in the reported invention. Enter your decision about the title to the invention.
- **When:** The period to make an election is set forth in the Patent Rights clause of the award documents.
- **How:** By selecting the "Elect Title" dropdown on the Invention Report.

### 4. Patent Reports (Including Applications)

- **What:** After the awardee's election to retain title, a domestic patent application must be filed within the period of time set in the Patent Rights clause, and a report is to be entered in iEdison. When a

patent is pursued based on an invention generated through an ARPA-E award, patent reporting is required upon the filing of the patent application. A further entry must be made once a US Patent has been issued. This section covers entering and updating information on provisional patent applications, non-provisional applications, issued patents, and updates if a patent has been abandoned.

- **How:** [Click this link to the corresponding instructions below.](#)

## 5. Utilization Reports

- **What:** Utilization reporting is required when a subject invention has been reported and the awardee elects title. Utilization reporting includes details about the invention's utilization or attempts to attain utilization by the recipient, licensees, or assignees.
- **When:** Utilization reporting is required once a year for 5 to 10 years after the end of an award, depending on the terms and conditions of your ARPA-E award.
- **How:** [Click this link to the corresponding instructions below.](#)

## 6. Notification Messages

- **What:** Notifications will list required actions for your iEdison account, such as submitting a utilization report.
- **How:** [Click this link to the corresponding instructions below.](#)

## Frequently Asked Questions

[Click this link to jump to the FAQ section.](#)

## Additional Resources

For more detailed instructions on iEdison than those in this document, please find a pdf here: [https://era.nih.gov/iedison/iEdison\\_Administrator\\_userguide.pdf](https://era.nih.gov/iedison/iEdison_Administrator_userguide.pdf)

For FAQs and other iEdison resources, see here: [https://era.nih.gov/iedison/iedison\\_faqs.cfm#I](https://era.nih.gov/iedison/iedison_faqs.cfm#I)

## Contact Us

For system issues with iEdison please contact [edison@od.nih.gov](mailto:edison@od.nih.gov) or 1-866-504-9552 (press option 3) or refer to the following website: [https://era.nih.gov/iedison/need\\_help.html](https://era.nih.gov/iedison/need_help.html)

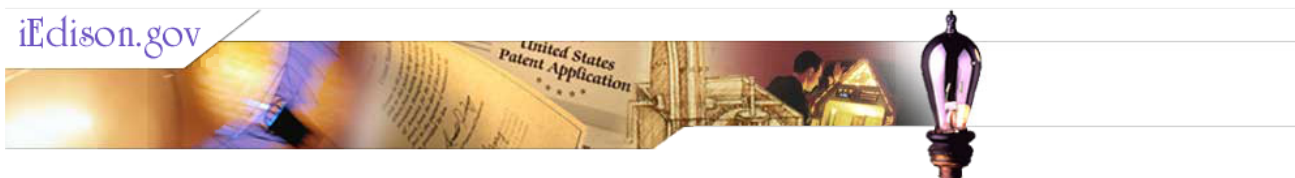
For ARPA-E specific questions on iEdison, please contact the ARPA-E Team via email at [arpa-e-t2m@hq.doe.gov](mailto:arpa-e-t2m@hq.doe.gov).

## Registration Information

To Register a New Organization, begin on the iEdison home page:

<https://public.era.nih.gov/iedison>

- Click on “Register Institution to Use iEdison,” which will take you to the page in figures 2 & 3 to fill out your organization’s information.
  - Helpful tips:
    - The “Requested Username” has a six-character minimum and a twenty-character maximum. This is a unique name that must be assigned to one and only one user.
    - The username field is case sensitive.
    - The Requested Username and E-mail Address fields do not accept all characters (e.g. &, \*, \$).



### Request to Register iEdison Organization

All fields listed below that are marked with an asterisk (\*) are required. Fill out the fields below and then choose "Submit" to submit your request. Providing any federal funding agreement number that the Institution has received at anytime in the past will facilitate making a positive identification of the grantee/contractor Institution.

Grantee/Contractor Organization Name ?	
* Grantee/Contractor Organization Name	<input type="text"/>
	<input type="checkbox"/> Individual Registration
* Organization DUNS	<input type="text"/>
* OTT Address	<input type="text"/>
OTT Address Line 2	<input type="text"/>
OTT Address Line 3	<input type="text"/>
OTT Address Line 4	<input type="text"/>
* City	<input type="text"/>
* State [Required if country is US]	Select One ▼
* Zip	<input type="text"/>
* Country	Select One ▼
* OTT Phone	<input type="text"/> (999) 999-9999 ext. <input type="text"/>
OTT Fax	<input type="text"/> (999) 999-9999
* Funding Agreement Number	<input type="text"/>
* Awarding Federal Agency	Note: "OTHER" is NOT a valid Awarding Federal Agency NIH ▼

Figure 2: Top Half of the Request to Register iEdison Organization Screen

Extramural Technology Transfer Administrator who will manage accounts for the Organization ?	
Prefix	<input type="text"/> (e.g. Dr., Ms., Rev.)
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text"/> (e.g. Jr., Nobel)
* Title	<input type="text"/>
* E-mail Address	<input type="text"/>
* Phone	<input type="text"/> (999) 999-9999 ext. <input type="text"/>
Fax	<input type="text"/> (999) 999-9999
* Requested Username	<input type="text"/> (6 - 20 characters)

Contact for Person on fax form ?	
<input type="checkbox"/> This section is for information about the signatory for the extramural organization. If the signatory is the same as the Extramural Office of Technology Transfer Administrator, check here and do not fill in the fields below.	
Prefix	<input type="text"/> (e.g. Dr., Ms., Rev.)
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text"/> (e.g. Jr., Nobel)
* Title	<input type="text"/>
* E-mail Address	<input type="text"/>
* Phone	<input type="text"/> (999) 999-9999 ext. <input type="text"/>
Fax	<input type="text"/> (999) 999-9999

IEDISON-5000

[Home](#) | [About](#) | [Help](#) | Screen Id:  
[E-mail the NIH administrator](#) | [OMB Burden Statement](#) | [iEdison Privacy Notice](#)

Figure 3: Bottom Half of the Request to Register iEdison Organization Screen

- After submission, iEdison will email you a verification link for your email, when you will be prompted to submit the *Interagency Edison Registration Form*. Sign and scan the form to [Edison@od.nih.gov](mailto:Edison@od.nih.gov) to complete the account registration process.

### Account Errors

It is common for users to get locked out of their iEdison account. Users who have forgotten their password or are locked out due to multiple failed login attempts can request to reset their password. Select the “*Forgot Password/Unlock Account?*” link on the iEdison home page and enter your User ID and email address in the required fields. This will generate a new, temporary password, which will be sent to the email address listed in your user profile (Personal Profile). This temporary password will allow you to log in to iEdison, where you can create a new password. If the email associated with the iEdison account is no longer active, please contact the iEdison Service Desk: [https://era.nih.gov/iedison/need\\_help.htm](https://era.nih.gov/iedison/need_help.htm)

### What Accounts Can Do:

Awardee accounts can submit inventions, patents, and utilization reports, and request waivers. The account cannot search, view, or modify any report of an organization other than their own.

While ARPA-E has the ability to view and open reports for awardee accounts in iEdison, it is the responsibility of the awardee account user to give updates and make changes, such as adding new patent information to an invention or correcting errors on their reports or account.

## Main Menu Screen (Overview)

From the main menu, there are several links to create new invention reports and manage existing invention reports. The main menu functionalities are outlined below.

### iEdison Reporting

- Create an Invention Report - Displays the *'Create New Invention Report'* screen.
- Create a Patent Report - Displays the *'Invention Report Search'* screen. To create a new patent report, you must first search for the invention report you want to associate with the new patent report.
- Create a Utilization Report - Displays the *'Utilization Report Search - Search for iEdison Utilization Report'* screen. To create a utilization report, you must first search for the invention report you want to associate with an annual utilization report and select the *'Manage Utilization Reports'* button.

### iEdison Reports Administration

- Search/Modify Existing Invention Reports - Allows users to search for Invention Reports. You can use identifiers such as your iEdison Invention Number or your ARPA-E Contract Number to search for inventions related to your award. You will need to search for your invention report to add or change information, such as adding a patent report.
- Search/Modify Existing Patent Reports - Allows users to search for Patent Reports. You can use identifiers such as your iEdison Invention Number or your ARPA-E Contract Number to search for Patent Reports. You will need to search for a patent report in order to update information on a patent, such as adding a non-provisional application number, or a patent number after it has been granted.
- Search/Modify Existing Utilization Reports - Allows users to search for Utilization Reports. This would allow you to add necessary utilization information after electing title to an invention.
- View Notification Messages - Displays the *'View Notification Messages'* screen; notification messages are covered under the *"Notification Messages"* tab.
- View Submitted Documents - Allows users to search for any uploaded documents for an invention, such as a Confirmatory License, Government Support Clause, or Invention Disclosure documents.
- View or Download Reports on iEdison Records - Allows users to download iEdison Invention, Patent, or Utilization Report information into an excel sheet, covered under *"Generating iEdison Reports"*.

## Account Administration

- The relevant parts of this section for an awardee are handled below under “Account Administration,” and “Registration Information,” and relate to updates to your account directly, such as changing the info listed for your organization or passwords.

## Main Menu Options

See below for a screenshot of the main menu items:

iEdison.gov

COMMONS | SNERDMORTIE | Mortimer Snerd | Office of Technology Transfer Administrator

Main Menu Search Inventions Search Patents Search Utilization Search Documents Search iEdison Account About Help Logout

### Main Menu

#### iEdison Reporting

- [Create an Invention Report](#)
- [To report a PVP application please refer to the PVP Entry Procedure](#)
- [Create a Patent Report](#)
- [Create a Utilization Report](#)
- [Upload iEdison Invention Report Datastream](#)

#### iEdison Reports Administration

- [Search/Modify Existing Invention Reports](#)
- [Search/Modify Existing Patent Reports](#)
- [Search/Modify Existing Utilization Reports](#)
- [View Notification Messages](#)
- [View Submitted Documents](#)
- [View or Download Reports on iEdison Records](#)

#### Account Administration

- [Create an iEdison Account](#)
- [Search for an iEdison Account to Modify](#)
- [View/Update Your Organization's Profile](#)

#### Modify Your iEdison Account Information

- [Change Your Password](#)
- [Change Your User Preferences](#)

#### iEdison System Administration

IEDISON-4000

[Home](#) | [Main Menu](#) | [Change Password](#) | [About](#) | [Help](#) | [Logout](#)  
[E-mail the NIH administrator](#) | [OMB Burden Statement](#) | [iEdison Privacy Notice](#) | [Feedback/Suggestions for iEdison](#)

Figure 4 : iEdison Main Menu Screen



## Invention Reports

### Create a New Invention Report

To create an Invention Report, select 'Create an Invention Report' on the Main Menu screen. It will bring you to the screen shown below to fill out your information. An iEdison invention report number is automatically generated by creating a new report. After the Invention Report is created, DOE will also assign an "S" Number that will be added to the Invention Report.

**NOTE:** Please consider the "Invention Status" section of the 2<sup>nd</sup> half of the "Create New Invention Report" screen below. The principal options for an ARPA-E awardee are: (a) to choose to elect the title or (b) waive the rights to the government. If an awardee does not elect the title then iEdison will not allow the filing of a utilization or patent report.

**National Laboratories:** please see the note on Figure 5 below to add a second funding agreement under with the "Other" type to your existing invention report to include your Work Authorization Number, found on the cover page of your award documents. In the first line, you can simply use your prime contract number ("DE-"). This assists ARPA-E in tracking inventions created by National Laboratories. Additionally, please remember to include the B&R code on the invention report or in the explanatory notes as required by your prime contract.

## Create New Invention Report

All fields marked with an asterisk (\*) are required. Fill out the fields below and then choose "Submit" to save your changes.

Invention Report Form			
Invention Report Number	This number will automatically be generated by the iEdison system.		
* Grantee/Contractor Organization			
Organization DUNS			
* Grantee/Contractor Organization Code	9999999		
Invention Docket Number			
* Invention Title			
Invention Keyword(s)	<input type="text"/> <a href="#">Add/Edit Keywords</a>		
* Inventor	* First Name	Middle Name	* Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<a href="#">Add/Edit Inventors</a>		
* Invention Report Date	<input type="text"/> (mm/dd/yyyy)		
Disposition Rights Date			
* Primary Agency (Agency this report will be submitted to)	Select One		
* Funding Agreements	* Agency Designation	* Grant/Contract Number	
<a href="#">Help with Formats</a>	Select One	<input type="text"/>	
	<a href="#">Add/Edit Grant/Contract Numbers</a>		
Subcontract Information	<a href="#">Add/Edit Subcontract Details</a>		

The invention report number, which is automatically generated, will be the principal number used to keep track of the invention, for example, it is the number referenced when a patent report is added.

National Laboratories: The Add/Edit Grant/Contract Numbers button will allow you to add a new line to your report where you can select "Other" in the Agency Designation to enter the Work Authorization

Figure 5: Top Half of the Create New Invention Report Screen

**Subcontract Information** [Add/Edit Subcontract Details](#)

Title Extension Years: 0

One Year Extension to File Initial Patent Application: ☐ No ☐ Yes

Date of First Publication, Sale, or Public Use:  (mm/dd/yyyy)

Explanatory Notes:

Title Election Date:  (mm/dd/yyyy)

\* Invention Status: Under Evaluation

Not Elect Title Reason: Select One

Not Elect Title Other Reason:

Name of Third Party to Which Title is Waived:

Waiver Date:  (mm/dd/yyyy)

Final Invention Rights Determination:

Parent Invention Report Number:

Organization Code for Other Organizations to View Invention and Related Patents:

Invention Disclosure Document Type: Select One

Invention Disclosure File Location:  [Browse...](#)

Invention Disclosure Text:

Invention Disclosure Receipt Date:

Invention Disclosure Reject Date:

Invention Disclosure Reject Comment:

Please click on the file name to view.

* Document Name	File Name	* File Location	* File Type	* Document Category	Creator	Create Date	Last Update User	Last Update Date	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Browse...</a>	Select One	Select One					<input type="checkbox"/>

\* Any uploaded documents will be visible to all agencies that have funded the Invention.  
 \* Upon uploading each document, in order to complete the reporting submission, you must also send an email to the Primary Agency identifying the type of document uploaded and the associated EIR Invention Record or Patent Record.  
 \* Maximum 20 documents can be uploaded.

[Submit](#) [Cancel](#)

Invention Status is where you will select whether you are (a) electing the title to the invention, or (b) not electing the title and waiving the rights to the invention to the government. Once you elect title, you will be able to file a utilization report or save a patent report later.

You will upload your Invention Disclosure here, which should contain: the title of the invention, inventor(s), award number(s), the description, and any publication(s).

Figure 6: Bottom Half of the Create New Invention Report Screen

The Invention Status reflects the current status of the title to rights in the reported invention. Below are the “Invention Status” options, where the awardees must decide on the title to the invention:

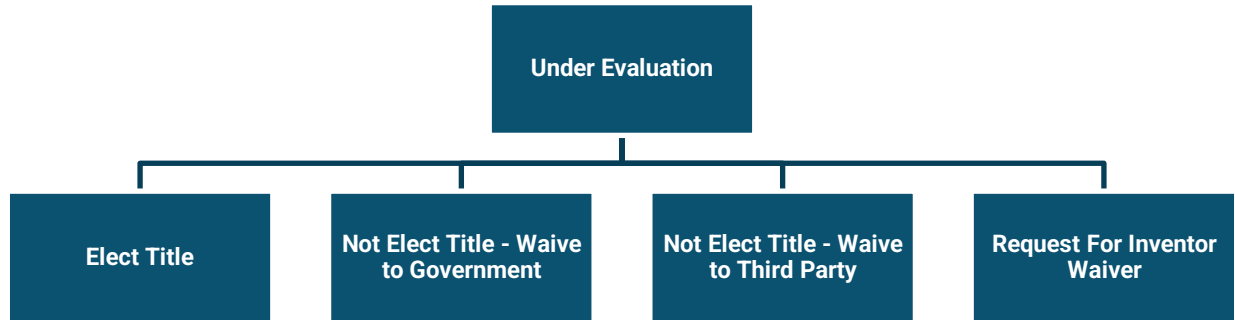


Figure 7: Title Options in iEdison Invention Report

- **Under Evaluation** - The initial stage of evaluation of an invention by the awardee prior to the decision to elect to retain title.
- **Elect Title** - In order to retain title, ARPA-E awardees must elect title within two years after the filing of the Patent Report. Title status must be set to “*Elect Title*” to add patent information to an invention record. Additionally, all awardees that have elected title to their subject invention(s) are required to file an annual utilization report for a period of time outlined in the award terms and conditions. When the awardee elects *not* to retain title or file a patent application, the Government may choose to obtain title and file a patent application. Please note ARPA-E approval is required assignments of patent rights by Nonprofit organizations.
- **Not Elect Title** - Where you waive the rights to the invention to the government. You may request ARPA-E waive rights to a third party or an inventor. If approved by ARPA-E, the invention will be transferred to the requested organization in iEdison. The third party or inventor should create an iEdison account as early as possible to avoid delays.

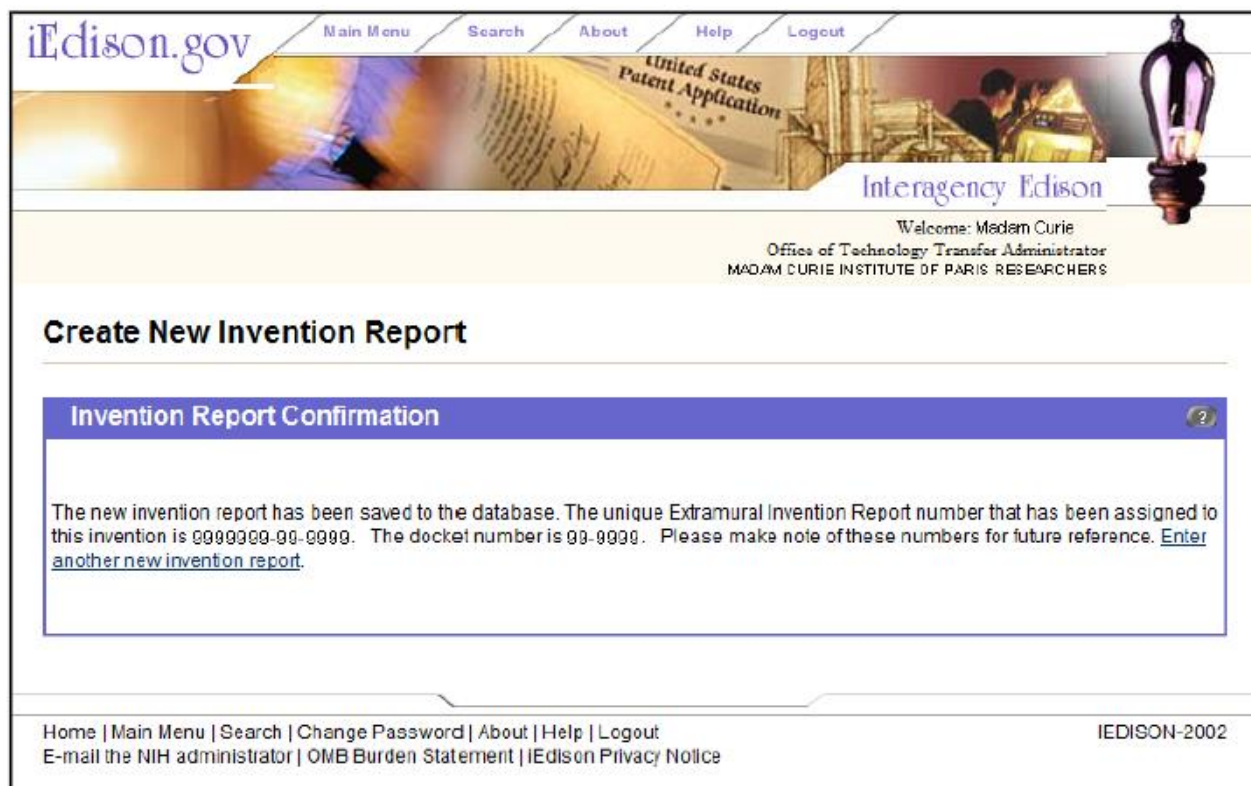


Figure 8: Create New Invention Report Confirmation Screen

Above is the final confirmation screen after submission.

- When the Cancel button is clicked, any changes that were made are not saved and the Main Menu screen is re-displayed.
- When the Submit button is clicked, the file is uploaded, and the Invention Report Verification screen is displayed.

### Searching for Invention Reports

This process is how you can identify all subject inventions associated with your award, which is necessary when adding patent or utilization reporting for an invention.

1. The search fields on the Invention Report Search screen are all optional. Any desired combination of the fields can be used to perform the invention report search.
2. To search for an invention report: Select Main Menu tab, then Select the Search/Modify Existing Invention Reports hyperlink to access the Invention Report Search screen.

## Invention Report Search

Fill in any or all of these fields. Your search will encompass all the invention reports from your grantee/contractor organization and from grantee/contractor organizations that have given your grantee/contractor organization permission to view their invention reports. When you find the invention report you need, you will be able to modify it, add a patent report, or add/modify utilization reports.

Search for iEdison Invention Report	
Invention Report Number	<input type="text"/> ([999]9999999-99-9999)
Invention Docket Number	<input type="text"/>
Invention Title	<input type="text"/>
Invention Keyword	<input type="text"/>
Invention Report Date	<input type="text"/> (mm/dd/yyyy)
Inventor Name (First)	<input type="text"/>
Inventor Name (Last)	<input type="text"/>
Grant/Contract Number	<input type="text"/>
Agency Designation	All Agencies ▼
Invention Status	Select One ▼
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Figure 9: Invention Report Search Screen



## Invention Report Search

Choose "Add Patent Report" to add a new patent report to the selected invention report. Choose "Modify Invention Report" to modify the selected invention report.

### Results for Invention Report Search



1 - 2 out of 2 records

Invention Title	Immune suppressive CD71+ Ter+ erythroid cells compromise neonatal host defense against infection		
Invention Docket Number	9999-9999	Invention Report Number	9999999-99-9999
Primary Agency	NIH	Invention Report Date	04/08/2013
Invention Status	Elect Title		

[Add Patent Report](#)[Modify Invention Report](#)[Manage Utilization Reports](#)

Invention Title	Rational development of compounds with Vav3 inhibitory activity		
Invention Docket Number	9999-9999	Invention Report Number	9999999-99-9999
Primary Agency	NIH	Invention Report Date	04/04/2013
Invention Status	Under Evaluation		

1 - 2 out of 2 records

### Sort Criteria

Primary Sort Option	Title ▼	Ascending: <input checked="" type="radio"/>	Descending: <input type="radio"/>
Secondary Sort Option	None ▼	Ascending: <input type="radio"/>	Descending: <input type="radio"/>
Tertiary Sort Option	None ▼	Ascending: <input type="radio"/>	Descending: <input type="radio"/>

[Submit](#)[Return to Search Screen](#)

Figure 10: Invention Report Search Screen Displaying Search Results

## Modifying an Existing Invention Report

- After searching for an invention report as outlined above, you can click “*Modify Invention Report*” to reach the below screen, where you can enter or modify information as though you are creating the report. The invention report number does not change and cannot be modified. Please see below for the screen displayed.

**iEdison.gov**  
COMMONSBURDICK\_PAM01 | Pamela Burdick Office of Technology Transfer Administrator

**Interagency Edison**

Main Menu **Search Inventions** Search Patents Search Utilization Search Documents Search iEdison Account About Help Logout

### Modify Invention Report

All fields marked with an asterisk (\*) are required. Fill out the fields below and then choose "Submit" to save your changes.

View Invention/Patent Tree: [Vertical](#) [Horizontal](#)

#### Invention Report Form

Invention Report Number: 7654321-14-0006

\* Grantee/Contractor Organization: DAN'S INSTITUTION

Organization DUNS: 123456789

\* Grantee/Contractor Organization Code: 7654321

Invention Docket Number: Test-2014

\* Invention Title: Harry's Test Record

Invention Keyword(s): [Add/Edit Keywords](#)

\* Inventor:
 

* First Name: Harry	Middle Name:	* Last Name: White
---------------------	--------------	--------------------

[Add/Edit Inventors](#)

\* Invention Report Date: 12/29/2014

Disposition Rights Date:

\* Primary Agency (Agency this report will be submitted to): NIH

\* Funding Agreements:
 

* Agency Designation: NIH	* Grant/Contract Number: NS000000
---------------------------	-----------------------------------

[Add/Edit Grant/Contract Numbers](#)

[Help with Formats](#)

Subcontract Information: [Add/Edit Subcontract Details](#)

Title Extension Years: 0

One Year Extension to File Initial Patent Application: ☒ No ☐ Yes

Date of First Publication, Sale, or Public Use:  (mm/dd/yyyy)

Figure 7: First half of the Modify Invention Report Screen

By: BINGAMANI  
On: 2014-12-29  
Test 1

Explanatory Notes By: BURDICK\_PAM01  
On: 2015-04-30  
Test 2

Title Election Date 12/30/2014

\* Invention Status

Not Elect Title Reason

Not Elect Title Other Reason

Name of Third Party to Which Title is Waived

Waiver Date

Final Invention Rights Determination

Parent Invention Report Number

Organization Code for Other Organizations to View Invention and Related Patents

Current Invention Disclosure   
Entering or uploading a revised report, using the fields below, will replace the current report.

Invention Disclosure Document Type

Invention Disclosure File Location

Invention Disclosure Text

Invention Disclosure Receipt Date 12/30/2014

Invention Disclosure Reject Date

Invention Disclosure Reject Comment

Upload Other Document   

* Document Name	File Name	* File Location	* File Type	* Document Category	Creator	Create Date	Last Update User	Last Update Date	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>					<input type="checkbox"/>

\* Any uploaded documents will be visible to all agencies that have funded the invention.  
 \* Upon uploading each document, in order to complete the reporting submission, you must also send an email to the Primary Agency identifying the type of document uploaded and the associated EIR Invention Record or Patent Record.  
 \* Maximum 20 documents can be uploaded.

Home | Main Menu | Change Password | About | Help | Logout  
 E-mail the NIH administrator | OMB Burden Statement | iEdison Privacy Notice | Feedback/Suggestions for iEdison

Figure 12: Second half of the Modify Invention Report Screen



## Patent Application and Patent Reports

### Create a New Patent Report (Including Patent Applications):

1. Select Main Menu tab, click the “*Create a Patent Report*” hyperlink to access the Invention Report Search screen.
2. Search for the invention report you want to associate with the patent. For more information, please refer to the Search for an Invention Report topic.
3. Click the “*Add Patent Report*” button for the appropriate Invention Report, when the Add Patent Report button is clicked on the Invention Report Search screen, the system displays the Create Patent Report screen, as below in Figure 13.
4. At least one of the filing dates for the application must be added before saving the Patent Report record, and vice versa. The below screenshots show where to enter numbers and dates on provisional applications, non-provisional applications, PCT applications, and issued patents.

**Note:** You must Elect Title to the invention in the Invention Report for the Non-Provisional Patent Application Number or the Filing Date of the Non-Provisional Patent Application fields to be editable. This is opposed to the Not Elect Title – Waive to Government option if you are not planning on patenting or utilizing the invention.

## Create Patent Record

View Invention/Patent Tree: [Vertical](#) [Horizontal](#)[Cancel](#) [Submit](#)

Invention Report Number 7654321-14-0006

Grantee/Contractor Organization DAN'S INSTITUTION (7654321)

Patent Docket Number \* Type of Patent Application 

\* U.S. Patent Title Harry's Test Record

Keyword(s)  [Add](#)\* Inventor(s)    [Add](#)

First Name	Middle Name	Last Name	Action
Harry		Houdini	<a href="#">Delete</a> <a href="#">Modify</a>

Provisional Patent Application Number  (60 or 61 or 62/###,###)Filing Date of Provisional Patent Application  (mm/dd/yyyy - cannot be before June 8, 1995)Non-Provisional Patent Application Number  (06 or 07 or 08 or 09 or 10 or 11 or 12 or 13 or 14 or 90/###,###)Filing Date of Non-Provisional Patent Application  (mm/dd/yyyy)PCT Patent Application Number  (PCT/AYYYY/#####)Filing Date of PCT Patent Application  (mm/dd/yyyy)Patent Number  [Help with Formats](#)Patent Issue Date  (mm/dd/yyyy)Patent Expiration Date  (mm/dd/yyyy)Explanatory Notes  
By: BINGAMANL  
On: 2014-12-29  
Test 1

Provisional Patent Info

Non-Provisional Patent Info

PCT Patent Info

Issued Patent Info

Figure 8: Top Half of the Create New Patent Report Screen

Foreign Filings: Select Country, active, mm/dd/yyyy, Add

\* Patent Status: INSTITUTION RETAINS RIGHTS

Parent Patent Docket Number: [Field]

Parent Patent Organization Code: 7654321

Other Related Inventions: Enter Invention Num, Add

Organization Code for Other Organizations to View This Patent: Enter Organization Code, Add

Government Support Clause File: Select One, Browse... Uploading a revised document will replace the current document.

Government Support Clause Receipt Date

Government Support Clause Reject Date

Government Support Clause Reject Comment

New Confirmatory License File: Select One, Browse... Uploading a revised document will replace the current document.

Confirmatory License Receipt Date

Confirmatory License Reject Date

Confirmatory License Reject Comment

Final Patent Rights Determination

Other Document(s): [Field] Browse... Here is where you will upload the files for patent application filings with their corresponding filing receipts (i.e. Provisional, PCT, & Non-Provisional Applications), and/or the issued patent (if and when available)

Home | Main Menu | Change Password | About | Help | Logout  
E-mail the NIH administrator | OMB Burden Statement | iEdison Privacy Notice | Feedback/Suggestions for iEdison

Figure 94: Bottom Half of the Create New Patent Report Screen

## Modifying an Existing Patent Report

After you have searched for the patent (as outlined above), you may click “*Modify*” on the specific patent to make any changes to it, after which you will press “*Submit*” at the bottom of the screen to finalize changes.

- If you are updating the record from a provisional application to a non-provisional patent application and issued patent, remember that the Elect Title option must be selected **before** the date and number of the non-provisional application can be saved.

## How to Link Parent/Child Patents

- Search for and select the parent patent report, take down the value of the “Grantee/Contractor Organization” and “Patent Docket Number” fields.
- Search for and select the patent report that you would like to link to the parent patent report.
- Enter and submit the “Patent Docket Number” and the “Grantee/Contractor Organization Code” field associated with the parent patent into the “Parent Patent Docket Number” field and the “Parent Patent Organization Code” field.
- Once that is saved, you can view the patents in the family by navigating to the top of the Patent/Invention Report and clicking on “View Invention/Patent Tree” Vertical or Horizontal. You can link up to four patents under a single parent patent.

## Searching for Patent Reports

This function is used for searching for previously reported patents or patent applications. Additionally, this is best used when a patent application has been converted from a provisional patent application to a non-provisional patent application and/or a patent has been published. The process is similar to searching for invention reports, the search fields on the Patent Report Search - Search for iEdison Patent Report screen are all optional. Use any desired combination of the fields to perform the patent report search.

**iEdison.gov**  
COMMONSBURDICK\_PAM01 | Pamela Burdick Office of Technology Transfer Administrator

Main Menu Search Inventions **Search Patents** Search Utilization Search Documents Search iEdison Account About Help Logout

### Patent Search - Search for Patent Reports

Fill in any or all of these fields. Your search will encompass all the Patent Reports from your institution and from institutions that have given your institution permission to view their data.

**Patent-Specific Search Criteria**

Patent Docket Number

Provisional Patent Application Number  (60 or 61 or 62/###-###)

Non-Provisional Patent Application Number  ( 06 or 07 or 08 or 09 or 10 or 11 or 12 or 13 or 14 or 90/###-###)

PCT Patent Application Number  (PCT/AYYYY/#####)

Patent Number  (##### or RE#### or PL#####)

U.S. Patent Title

Inventor Name (First)

Inventor Name (Last)

Filing Date of the Provisional Patent Application  (mm/dd/yyyy)

Filing Date of the Non-Provisional Patent Application  (mm/dd/yyyy)

Filing Date of the PCT Patent Application  (mm/dd/yyyy)

Patent Issue Date  (mm/dd/yyyy)

[Reset](#) [Search](#) [Close](#)

Figure 10 Top Half of the Patent Report Search Screen

Figure 11 Bottom Half of the Patent Report Search Screen

- If you would like to view the hierarchical structure of your invention and related patents to see the relationship between parent and child patents, click the “View Invention/Patent Tree” Vertical or Horizontal buttons at the top of the screen. You can click on the inventions or patents on the tree to view their respective reports.

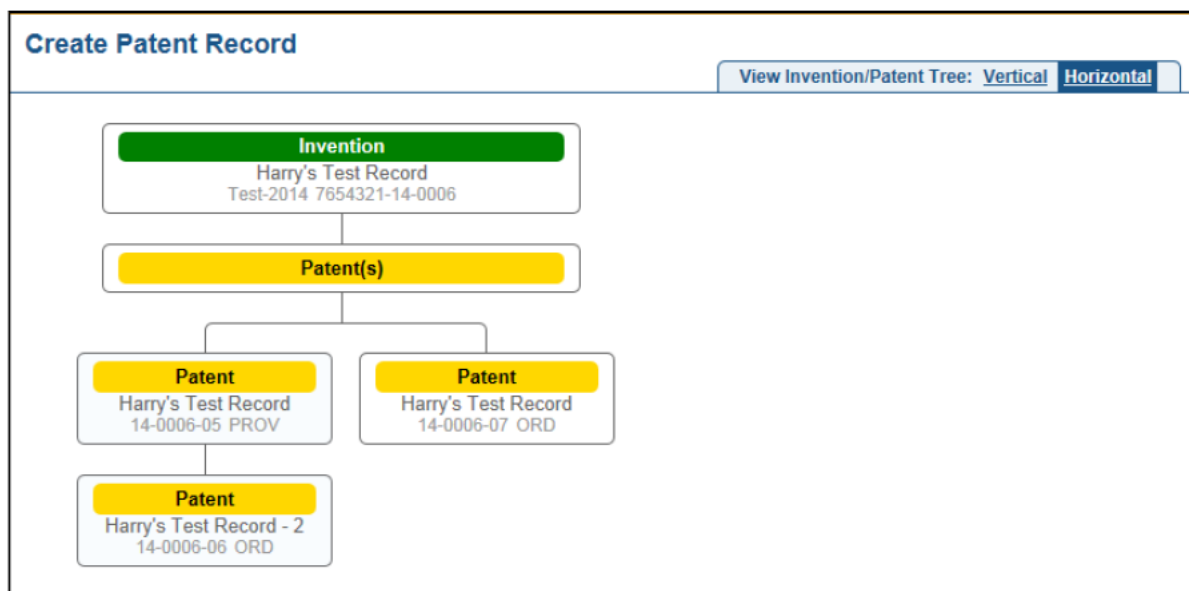


Figure 127: View Patent Tree Screen

## Confirmatory Licenses: Generating and Uploading to iEdison

A funding recipient can retain the rights to a subject invention as long as the recipient complies with the conditions in the patent clause of the applicable award, including submitting a confirmatory license to the government. The recipient must provide to the government a nonexclusive, nontransferable license for the invention to be used for limited government purposes. These licenses can be generated in and uploaded to iEdison.

Generating Confirmatory License in iEdison:

- You must have a patent report open and click “Submit.” When the *Patent Report Confirmation* screen is displayed, select the “Print License” button. A printable version of the confirmatory license is displayed with information from the selected patent report filled in.
- The Confirmatory License Form’s Patent or Application Serial No. and the U.S. Filing/Issue Date fields are generated based on the earliest U.S. patent information provided in the Patent Report. iEdison looks at Provisional, Non-Provisional, Patent Issued, and Patent Cooperation Treaty (PCT) numbers and filing dates, if provided, and populates the Confirmatory License Form’s Patent or Application Serial No. and the U.S. Filing/Issue Date fields accordingly.
- You can upload a confirmatory license to a patent report by finding the patent report, clicking “modify,” and uploading it to the page in the “New Confirmatory License” section. Uploading a new confirmatory license will replace any existing license previously uploaded. It is recommended to upload the confirmatory license *after* a patent report has already been created and saved. The confirmatory license is not saved with the patent report until you press the “Submit” button.

## Utilization Reports

Recipients who have reported and elected title to a subject invention associated with an ARPA-E award<sup>1</sup> must submit an Annual Invention Utilization Report (“Report”) for 5-10 years, as outlined in Attachment 4 (Reporting Checklist and Instructions) of the award, or Clause XVI of the lab work authorization associated with the recipient’s ARPA-E award. iEdison will generate reminder messages for utilization reports until the last patent is abandoned. **Each subject invention reported into iEdison requires its own Report**, which must include details related to all utilization of a subject invention and efforts to obtain utilization by the recipient, licensees, or assignees. Each Report must include information regarding the status of development, date of first commercial sale or use, gross royalties received by the recipient, and other such information required by ARPA-E in your award documents. Utilization reporting is cumulative for all patents/applications and child inventions covered by a particular subject invention.

All Reports must be completed in iEdison. To submit a Report, recipients will use the same iEdison credentials used to submit the underlying subject inventions. Please email [edison@od.nih.gov](mailto:edison@od.nih.gov) or call the NIH iEdison office directly at (866) 504-9552 (option 3) for any login issues.

Website: <https://public.era.nih.gov/iedison>

**The first step of submitting a Report is to navigate to the specific subject invention from the main menu.**

---

<sup>1</sup> Recipients must have previously entered a subject invention into iEdison in order to add a utilization report. Questions regarding subject invention reporting can be directed to [ARPA-E-T2M@Hq.Doe.Gov](mailto:ARPA-E-T2M@Hq.Doe.Gov).

## Navigating to a Specific Subject Invention from the Main Menu

From the main menu, click on “Search/Modify Existing Invention Reports” under the iEdison Reports Administration heading. Invention reports can be searched using a variety of criteria, but the easiest way to identify a specific invention is by either the Invention Docket Number or Grant/Contract Number.

## Creating a New Utilization Report

A new utilization report will need to be created for **each** subject invention.

Once the subject invention of interest is identified, click on “Manage Utilization Reports.” For reference, please see Figure 18 below. If you do not see a “Manage Utilization Reports” button, it is likely because you have not elected title to the subject invention. If this is a mistake, contact the ARPA-E team at [ARPA-E-T2M@Hq.doe.gov](mailto:ARPA-E-T2M@Hq.doe.gov).

Results for Invention Report Search			
Invention Title	arpa-e test 1		
Invention Docket Number	20-0001	Invention Report Number	7654321-20-0001
Primary Agency	DOE	Invention Report Date	06/18/2020
Invention Status	Elect Title		
<div><div>Return to Search Screen</div><div><div>Add Patent Report</div><div>Modify Invention Report</div><div>Manage Utilization Reports</div></div></div>			

Figure 18

The next screen will ask for the reporting year. The utilization-reporting year is a 12-month period that is defined by Attachment 4 of the award. Contact your iEdison administrator for details on the exact 12-month period as defined by your organization. If you do not know who your iEdison administrator is, email [ARPA-E-T2M@Hq.Doe.Gov](mailto:ARPA-E-T2M@Hq.Doe.Gov) for assistance.

## Filling Out the Utilization Report

The below guidance is specific to ARPA-E subject inventions. Figures 19 and 20 are numbered to correspond to the fields detailed below.

## Modify Utilization Report



All fields marked with an asterisk (\*) are required. Fill out the fields below and then choose "Submit" to save your changes.

Reminder: This information is cumulative for all inventions that have had title elected or have been licensed without being patented, including any patents arising from invention report number 7654321-20-0001. This utilization report is for the twelve month reporting period starting on the first day of the month that has been selected for your institution.

Utilization Report	
Invention Title	arpa-e test 1
Invention Report Number	7654321-20-0001
Grantee/Contractor Organization	DAN'S INSTITUTION (7654321)
Reporting Year	2020
1 *Please indicate the latest stage of development of any product arising from this invention, according to the following categories:	Commercialized ▼
2 If any product arising from this invention has reached the market, what was the calendar year of the first commercial sale?	(YYYY)
3 In the designated reporting period, what was the total income received as a result of license or option agreements? Do not include specific patent costs reimbursement.	\$ 0.00
4 In the designated reporting period, did the grantee organization/contractor or any of the exclusive licensees request a waiver of the U.S. manufacturing requirements?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5 If yes, how many such waivers were obtained?	0

Figure 19

### Field 1: Indicate latest stage of development

Indicate if the subject invention has been commercialized, licensed, or not licensed.

A patent license means any agreement providing for the grant by a party authorized to grant the license to another party of any right to manufacture, use or sell any invention covered by a patent. If the technology has been licensed, and the product is already known, make sure you indicate the name of the product in Field 12.

Commercialization is, simply, the process of bringing the results of an ARPA-E award to the public marketplace.

If the technology has been licensed **and** commercialized, only indicate "commercialized" in Field 1.

### Field 2: Calendar year of first commercial sale

Field 2 is only required if you indicated "Commercialized" in Report field 1.

### Field 3: Total income received

Report total income received from all licensing, commercialization (including sales), and option agreements. If exact number is not known, provide best estimate.

### Field 4-5: Modification of U.S. manufacturing requirements

Indicate if the organization or any of the exclusive or non-exclusive licensees requested a modification of the US manufacturing requirements. This information can be found in either Attachment 2 (Intellectual Property) of the award or lab work authorization associated with the recipient's ARPA-E award.

Please provide the commercial name of any FDA-approved products, utilizing this invention, that have first reached the market during the designated reporting period.

Please note: Commercial names should be limited to FDA-approved products that first reached the market during the designated reporting period. Please remove the "Public" checkmark from any FDA-approved product that you do not want to appear on a publicly available list of products arising from your funding agreement.

In the designated reporting period, how many exclusive licenses and/or options are active?

In the designated reporting period, how many non-exclusive licenses and/or options are active?

In the designated reporting period, how many licenses and/or options of any type to small businesses (<500 employees) are active?

Approximate number of new US-based jobs created because of commercialization efforts during the reporting period.

Number of new US-based companies created from the commercialization efforts during the reporting period.

List unique commercial products made through the use of or embodying the subject invention.

Please note: For each product, also list the associated NAICS code (if applicable)

Add Unique Commercial Product

Describe how the development and commercialization of the subject invention comply with any required U.S. manufacturing requirements (e.g., U.S. Preference, a U.S. Competitive Clause, U.S. Manufacturing Plan, etc.)

Submit Reset Cancel

Figure 20

**Field 6: Commercial name of FDA-approved products**

This field only applies to products that require FDA approval.

**Field 7: Exclusive licenses (See Field 12 for product reporting related to ARPA-E)**

Indicate how many exclusive licenses and/or options are active for the reporting period (the year for which you are creating this report).

**Field 8: Non-exclusive licenses**

Indicate how many non-exclusive licenses and/or options are active for the reporting period.

**Field 9: Small business licenses**

Indicate how many licenses and/or options to small businesses are active. Please check the Attachment 2 of your award for the definition of a small business in this context.

**Field 10: US-based jobs created**

Indicate the approximate number of new US-based jobs created from the commercialization efforts for the reporting period.

**Field 11: US-based companies created**

Indicate the number of related new US-based companies created during the reporting period.

**Field 12: Unique commercial product made embodying the subject invention**

For each new commercial product, click "Add Unique Commercial Product" and provide the unique product name/title, manufacturing location site, date of manufacturing, and the total number of products manufactured at location.

If there is more than one unique product stemming from a single subject invention, **create a new utilization report for each product.**

### Field 13: Complying with the US manufacturing requirements

Provide a brief description of how the development and commercialization of the subject invention complies with the US manufacturing requirements set forth in the aforementioned Attachment 2 (Intellectual Property) of the award or Clause XIII (U.S. Manufacturing Requirement) of the lab work authorization associated with the recipient's ARPA-E award.

### Submission

**You must click two submit buttons to finalize the report:** Click the submit button at the bottom of the page to save the new utilization Report. Once the submit button is clicked, the system updates the utilization information and displays the *Add Utilization Report – Utilization Verification* screen. Scroll down to the bottom of the page and click the submit button. Once the submit button is clicked, the system will save the new utilization information. The confirmation screen in Figure 21 will appear. If it does not, you can email [ARPA-E-T2M@Hq.Doe.Gov](mailto:ARPA-E-T2M@Hq.Doe.Gov) for assistance.

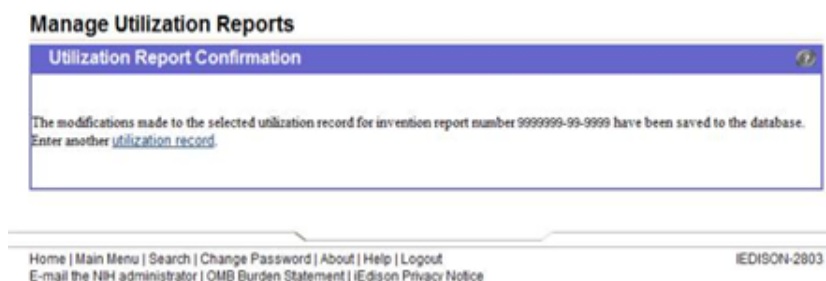


Figure 21

## Generating iEdison Reports

Invention, Patent, or Utilization Reports can be downloaded as excel files. This is distinct from entering the report in the first place, as it is only for downloading data which has already been entered in the system. In case you wish to create and download an excel sheet of your iEdison data related to a given award or invention number, you may follow the steps in this section below.

### Generate Invention Report

1. Select the Main Menu tab.
2. Click the "View or Download Reports on iEdison Records" hyperlink to access the Report Menu screen.
3. Select the Generate Invention Report hyperlink to access the Generate Invention Report screen which opens in a separate browser window.
4. You can generate reports on one award at a time (by searching via "Grant/Contract Number"). The report can be viewed on the website or downloaded as an Excel file. You can select your preferred format at the bottom right of the screen after clicking "submit."

**iEdison.gov**

COMMONSBURDICK\_PAM01 | Pamela Burdick Office of Technology Transfer Administrator

Main Menu Search Inventions Search Patents Search Utilization Search Documents Search iEdison Account

### Generate Invention Report

Enter the report criteria for the report you want to generate and then choose "Submit" to generate the report.

You have the option of viewing the report on your monitor, or downloading (i.e. saving) the report file on your hard drive.

If you choose to view it on the screen, you can select the non-delimited format so that you can easily read it.

To import the file into another application, download the file and save it as either a comma-delimited or tab-delimited file, as required by your application.

#### Criteria for searching for iEdison Invention Reports ?

(to have all inventions listed, leave all search criteria fields blank)

Invention Report Number (report is limited to inventions within your Institution)	<input type="text" value="([999]9999999-99-9999)"/>	
Invention Docket Number	<input type="text"/>	
Invention Title	<input type="text"/>	
Invention Keyword	<input type="text"/>	
Invention Report Date	Start <input type="text" value="(mm/dd/yyyy)"/>	End <input type="text" value="(mm/dd/yyyy)"/>
Inventor Name (First)	<input type="text"/>	
Inventor Name (Last)	<input type="text"/>	
Grant/Contract Number	<input type="text"/>	
Agency Designation	All Agencies ▼	
Invention Status	Select One ▼	

#### Sort Criteria ?

(for results from above search)

Primary Sort Option	Primary Agency ▼
Secondary Sort Option	None ▼
Tertiary Sort Option	None ▼
File Format	Non-delimited ▼
Download Type	Display on Screen ▼

IEDISON-4501

Home | Main Menu | Change Password | About | Help | Logout  
E-mail the NIH administrator | OMB Burden Statement | iEdison Privacy Notice | Feedback/Suggestions for iEdison

Figure 22: Generate invention report screen pictured above

## Generate Patent Report

1. Select the Main Menu tab.
2. Click the "View or Download Reports on iEdison Records" hyperlink to access the Report Menu screen.
3. Select the Generate Patent Report hyperlink to access the Generate Patent Report screen which opens in a separate browser window.

**Generate Patent Report**

Enter the report criteria for the report you want to generate and then choose "Submit" to generate the report.

You have the option of viewing the report on your monitor, or downloading (i.e. saving) the report file on your hard drive.

If you choose to view it on the screen, you can select the non-delimited format so that you can easily read it.

To import the file into another application, download the file and save it as either a comma-delimited or tab-delimited file, as required by your application.

Patent-Specific Parameters	
Patent Docket Number	<input type="text"/>
Provisional Patent Application Number	<input type="text"/> (60 or 61 or 62/###,###)
Non-Provisional Patent Application Number	<input type="text"/> (06 or 07 or 08 or 09 or 10 or 11 or 12 or 13 or 14 or 90/###,###)
PCT Patent Application Number	<input type="text"/> (PCT/AAYYY/#####)
Patent Number	<input type="text"/> (##### or RE##### or PLT#####)
U.S. Patent Title	<input type="text"/>
Inventor Name (First)	<input type="text"/>
Inventor Name (Last)	<input type="text"/>
Filing Date of the Provisional Patent Application	<input type="text"/> (mm/dd/yyyy)
Filing Date of the Non-Provisional Patent Application	<input type="text"/> (mm/dd/yyyy)
Filing Date of the PCT Patent Application	<input type="text"/> (mm/dd/yyyy)
Patent Issue Date	<input type="text"/> (mm/dd/yyyy)

**Invention Report Parameters**

Invention Report Number

Invention Docket Number

Invention Title

Invention Keyword

Invention Report Date  (mm/dd/yyyy)

Inventor Name (First)

Inventor Name (Last)

Grant/Contract Number

Agency Designation

Invention Status

**Report Criteria**

Primary Sort Option

Secondary Sort Option

Tertiary Sort Option

File Format

Download Type

Home | Main Menu | Search | Change Password | About | Help | Logout  
 E-mail the NIH administrator | OMB Burden Statement | iEdison Privacy Notice  
 IEDISON-4502

Figure 23: The generate patent report screen is pictured above.

- You can search by any of the categories listed above, the same as you would search for an invention report, but including searches by patent numbers, filing dates, provisional/non-provisional application numbers, etc.
- You can generate patent reports on one award at a time (by searching via "Grant/Contract Number"). The patent report can be viewed on the website or downloaded as an Excel file. You can select your preferred format at the bottom right of the screen after clicking "submit."

### Generate Utilization Report

- Select the Main Menu tab.
- Click the "View or Download Reports on iEdison Records" hyperlink to access the Report Menu screen.
- Select the Generate Utilization Report hyperlink to access the Generate Utilization Report screen which opens in a separate browser window.

- You can generate utilization reports on one award at a time (by searching via "Grant/Contract Number"). The utilization report can be viewed on the website or downloaded as an Excel file. You can select your preferred format at the bottom right of the screen after clicking "submit."



## Generate Utilization Report

Enter the search criteria and click on the submit button.

Generate Utilization Report	
Reporting Year	<input type="text"/>
Latest Development Stage of Product	--Choose One--
Commercial Name of Product	<input type="text"/>
Grantee Name	<input type="text"/>
Criteria for searching for iEdison Invention Reports	
(to have all inventions listed, leave all search criteria fields blank)	
Invention Report Number (report is limited to inventions within your institution)	<input type="text"/> ((999)9999999-99-9999)
Invention Docket Number	<input type="text"/>
Invention Title	<input type="text"/>
Invention Keyword	<input type="text"/>
Invention Report Date	<input type="text"/> (mm/dd/yyyy)
Inventor Name (First)	<input type="text"/>
Inventor Name (Last)	<input type="text"/>
Grant/Contract Number	<input type="text"/>
Agency Designation	All Agencies
Invention Status	Select One
Sort Criteria	
(for results from above search)	
Primary Sort Option	Primary Agency
Secondary Sort Option	None
Tertiary Sort Option	None
File Format	Non-delimited
Download Type	Display on Screen
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 24: The generate utilization report screen is pictured above.

## Account Administration

### Viewing/Updating Organization Profile:

In case there is an issue with how your organization was entered in iEdison, such as a typo in the name of the organization or out-of-date contact information, you can view and change such information by following the steps below.

1. To view and/or update your organization's profile, click the "View/Update Your Organization's Profile" hyperlink on the Main Menu screen.
2. When the View/Update Your Organization's Profile hyperlink is clicked, the system displays the "View Institution Profile" screen.

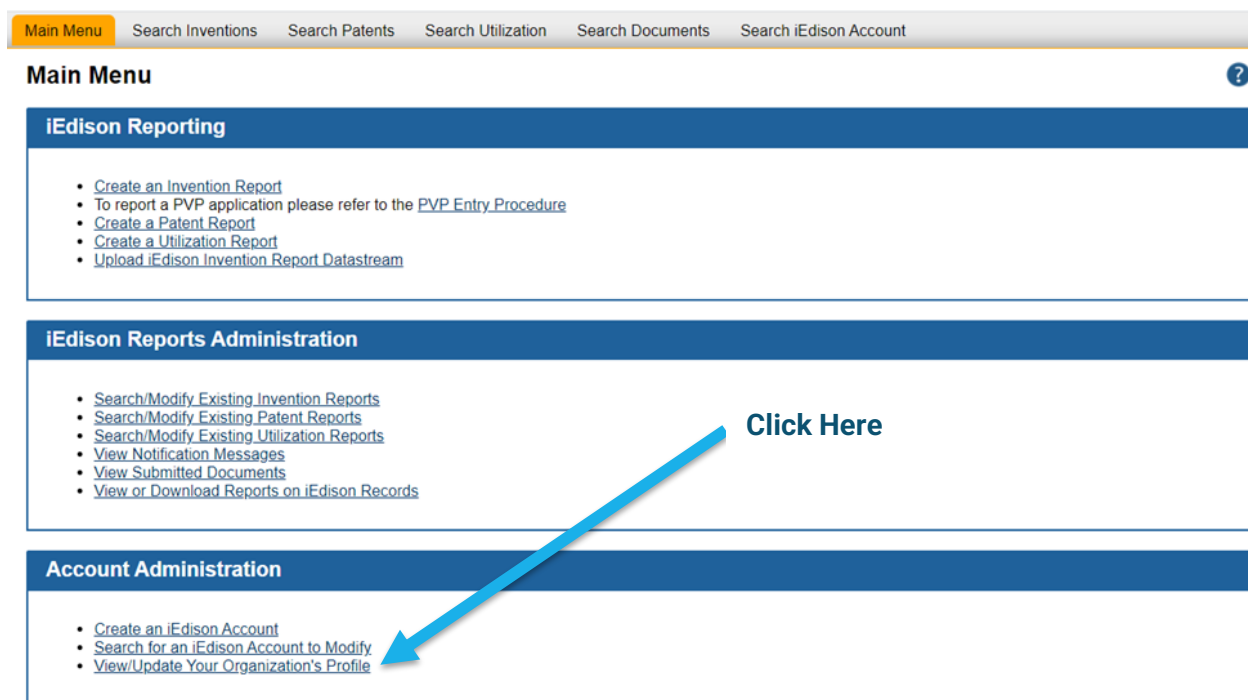


Figure 25

### Notification Messages

#### What They Are and What They Mean:

Notification messages are generated by the system and are related to the following matters:

- Government Confirmatory License
- Government Support Clause
- Invention Disclosure
- Invention Reports
- Other Messages
- Patent Reports
- Utilization Reports

These messages have corresponding codes, which indicate which errors occurred, or actions must be taken on a given issue. Some of the common codes and their meanings are in the below table. For the complete list please see here:

[https://era.nih.gov/eraHelp/iEdison\\_User/Content/Notification\\_Message\\_Information/Process\\_Notification\\_Msgs.htm](https://era.nih.gov/eraHelp/iEdison_User/Content/Notification_Message_Information/Process_Notification_Msgs.htm):

Message Number	Message	Action Needed
240	<i>A Confirmatory License is missing for a non-provisional patent filing in this record. 37 CFR Section 401.14(b).</i>	<ol style="list-style-type: none"> <li>1. The Confirmatory License fields on the <i>Modify Patent Report</i> screen need to be completed.</li> <li>2. Click the <b>Patent Docket Number</b> hyperlink associated with this notification message.</li> </ol>
100	<i>Title to this invention must be timely elected. (e.g. 37 CFR Section 401.14(c)(2)).</i>	<ol style="list-style-type: none"> <li>1. Click the <b>Invention Report Number</b> hyperlink associated with this notification message.</li> <li>2. Select the <b>Invention Status</b> as appropriate.</li> </ol>
300	<i>Title to this invention has been elected. After title has been elected, a Utilization Report must be submitted annually based on the 12-month reporting cycle chosen by this grantee/contractor, a Utilization Report for this invention is due.</i> <b>NOTE:</b> This message does not display if message 310 is displayed.	<ol style="list-style-type: none"> <li>1. A Utilization Report is due for the prior fiscal year.</li> <li>2. Search for the <b>Invention Report Number</b> associated with this notification message.</li> <li>3. For that Invention Report click on the <b>Manage Utilization Report</b> hyperlink.</li> </ol>
310	<i>A utilization report must be submitted annually for every invention to which title has been elected. According to a 12-month cycle defined by the grantee/contractor organization, the utilization report for this invention was due on &lt;DUE DATE&gt;.</i>	<ol style="list-style-type: none"> <li>1. A Utilization Report is due for the current fiscal year (year 2 or beyond).</li> <li>2. Search for the <b>Invention Report Number</b> associated with this notification message.</li> <li>3. For that Invention Report click on the <b>Manage Utilization Report</b> hyperlink.</li> </ol>
400	<i>Your Organization has not designated a 12-month reporting cycle for annual Utilization Reports. A reporting cycle can be designated in the Organizational Profile.</i>	<ol style="list-style-type: none"> <li>1. Within your institution's profile a fiscal month has not designated.</li> </ol>

## Viewing Messages:

To view your notification messages, perform the following steps:

- Select Main Menu tab and click the "View Notification Messages" hyperlink.
- When the View Notification Messages hyperlink is clicked, the system displays the View Notification Messages screen.

**iEdison.gov** Main Menu Search About Help Logout

United States Patent Application

**Interagency Edison**

Welcome: Madam Curie  
Office of Technology Transfer Administrator  
MADAM CURIE INSTITUTE OF PARIS RESEARCHERS

### View Notification Messages

Results are pre-sorted by due date. Select checkboxes, then click "Suppress Message" to suppress the associated message. Note: The checkboxes only apply to Suppress Message(s) functionality, Export Messages functionality does not use the checkboxes. Once a message is suppressed it will no longer appear on the View Notification Messages screen. To view the invention report associated with a particular notification message, select the applicable Invention Report number. Hint: If the text of the message ends with "...", move mouse over the "Message" column values to see popup of the entire message.

#### Search for Notification Messages

Message Group	Inventions Patents Utilization
Invention Report Number	<input type="text"/>
Invention Docket Number	<input type="text"/>
Primary Agency	None AFRL/RI AHRQ
Message Number(s)	<input type="text"/>
Action Due Date	<input type="text"/> to <input type="text"/> (mm/dd/yyyy)

**Submit**

Figure 26: View notification messages screen first half pictured above; second half pictured below.

Notification Messages Search Results										
223 Notification Message records found, displaying 1 to 20.								1, 2, 3, 4, 5, 6, 7, 8 →		
<input type="checkbox"/>	No.	Posting Date	Message	Due Date	Invention Report Number	Invention Title	Invention Docket Number	Invention Report Date	Patent Docket Number	Fiscal Year
			Comment" on...							
<input type="checkbox"/>	230	11-JAN-2013	A submitted Government Support Clause and is not accepted. See the 'Government Support Clause Reject...		<a href="#">9999999-99-9999</a>	Sapopin C: Neuronal Effect	2005-9999	13-APR-2005	<a href="#">9999999.9999999</a>	None Specified
<input type="checkbox"/>	220	18-FEB-2011	A Government Support Clause is missing for a non-provisional patent filing in this record.		<a href="#">9999999-99-9999</a>	NGAL as a Novel Early Predictive	2005-9999	29-AUG-2005	<a href="#">CHM-999PB</a>	None Specified
<input type="checkbox"/>	230	24-JAN-2013	A submitted Government Support Clause and is not accepted. See the		<a href="#">9999999-99-9999</a>	NGAL as a Novel Early Predictive	2005-9999	29-AUG-2005	<a href="#">CHM-999PB</a>	None Specified
<input type="button" value="Suppress Message"/> <input type="button" value="Export Messages"/>										
Home   Main Menu   Search   Change Password   About   Help   Logout E-mail the NIH administrator   OMB Burden Statement   iEdison Privacy Notice										
										IEDISON-4002

### Searching for Messages:

1. Enter or select the appropriate search criteria in the Search for Notification Messages section and click the Submit button.
2. When the Submit button is clicked, a list of notification messages is displayed. The search results are sorted by the message date and time.
3. The list of notification messages includes only those inventions that have been assigned to you and that you have not suppressed.<sup>2</sup>
4. To move forward or backwards in the search results, click the appropriate page number or the forward or backward arrows located on the right side above the search results.
5. Select the appropriate hyperlink in the Invention Report Number column to view the selected invention report details.
6. When the appropriate hyperlink is clicked, the Modify Invention Report screen is displayed for the selected invention report.

<sup>2</sup> By suppressing a message (clicking the box on the left column and entering "Suppress Message") it will no longer display in the messages and will not come up in a search. To retrieve a message which has been suppressed, the database administrator must be contacted.

## Frequently Asked Questions

**1. *Who is required to complete the Annual Invention Utilization Report(s) ("Report(s)")?***

**Answer:** All entities who have reported and elected title to a subject invention are required, under the patent clause and Attachment 4 to their award, to submit the Report(s). Note that this obligation also applies to team members who have elected a subject invention.

**2. *If my award has multiple subject inventions, do I have to submit multiple utilization reports?***

**Answer:** Yes, you will need to fill out a utilization report for each subject invention.

**3. *We have no subject inventions to report in iEdison and therefore have no utilization to report. How do we report no subject inventions?***

**Answer:** You do not need to submit a report.

**4. *We waived title of our subject invention over to DOE. Are we required to submit a utilization report?***

**Answer:** No, you do not need to submit a report.

**5. *Our subject invention is listed as "under evaluation" are we still required to submit a utilization report?***

**Answer:** No, if the invention is still under development or testing no utilization report is required until you elect title of the invention.

**6. *We completed all of the closeout reporting requirements for our ARPA-E award earlier this year. Are we still required to submit the Annual Utilization Report?***

**Answer:** Yes, in accordance with Attachment 4 and as authorized in paragraph 2(h) of the "Patent Rights Clause" in Attachment 2, entitled "Reporting on Utilization of Subject Inventions", ARPA-E requires Recipients to submit annual Utilization Reports, throughout the project period and for a specified period of time (five (5) or ten (10) years) after the end of the Project Period.

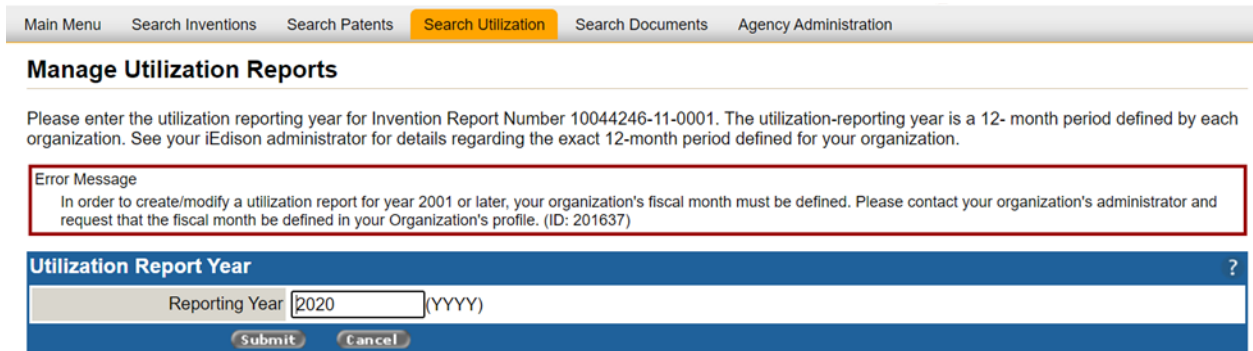
**7. *The administrative POC for our ARPA-E award is no longer with our organization. How do we get access to iEdison to complete the request?***

**Answer:** To gain access to an account associated with your organization, you will need the username and email originally used. If you do not have access to this information, you will either need to call the iEdison Service Desk at (866) 504-9552 (select option 3) or send them an email at [edison@od.nih.gov](mailto:edison@od.nih.gov).

## 8. What is the reporting period for subject invention utilization reports?

**Answer:** The reporting period for the Annual Utilization Report is based on your organization's fiscal year. For example, if your organization's fiscal year ended in July, your 2020 Utilization Report would cover the period from July 2019 through June 2020.

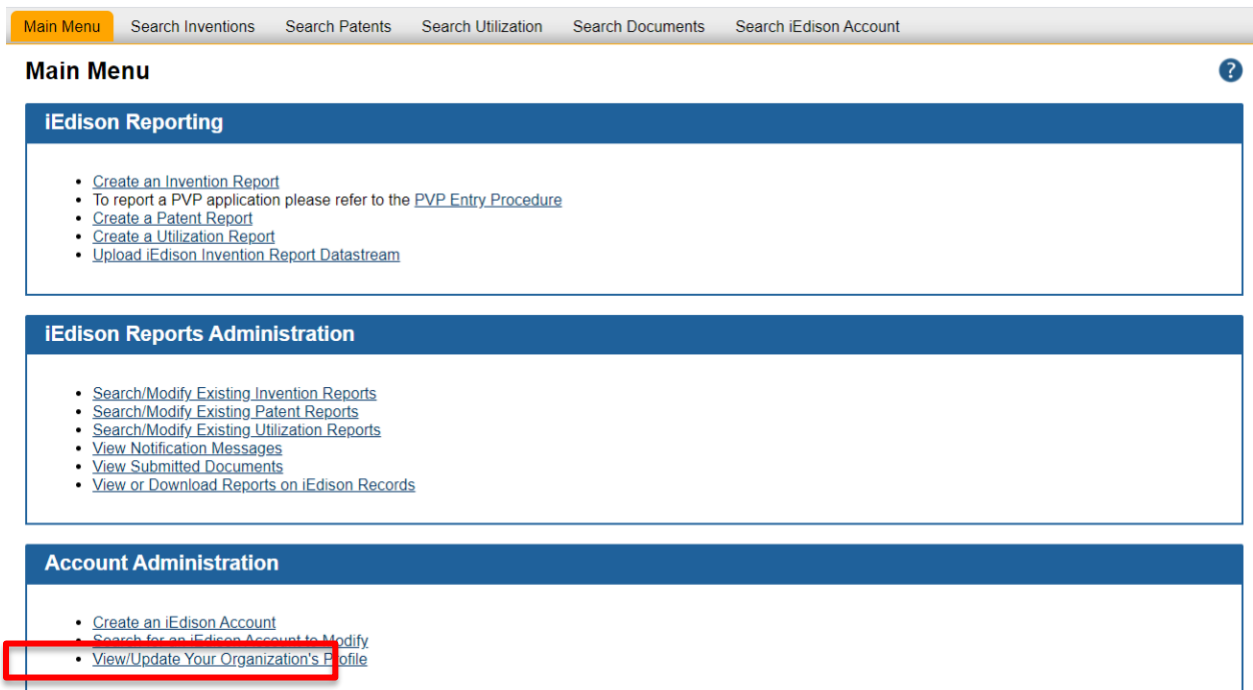
## 9. What if we receive an error message when typing "2020" into the "Utilization Report Year" field seen in Figure 27?



The screenshot shows the 'Manage Utilization Reports' page. At the top is a navigation bar with links: Main Menu, Search Inventions, Search Patents, Search Utilization (highlighted), Search Documents, and Agency Administration. Below the navigation bar is the title 'Manage Utilization Reports'. A message states: 'Please enter the utilization reporting year for Invention Report Number 10044246-11-0001. The utilization-reporting year is a 12-month period defined by each organization. See your iEdison administrator for details regarding the exact 12-month period defined for your organization.' Below this is a red-bordered box containing an 'Error Message': 'In order to create/modify a utilization report for year 2001 or later, your organization's fiscal month must be defined. Please contact your organization's administrator and request that the fiscal month be defined in your Organization's profile. (ID: 201637)'. At the bottom is the 'Utilization Report Year' section with a 'Reporting Year' field containing '2020' and a '(YYYY)' placeholder. There are 'Submit' and 'Cancel' buttons below the field.

Figure 27

**Answer:** You will need to update your organization's profile with the fiscal month. Go to the "Main Menu" and click on "View/Update Your Organization's Profile" under the "Account Administration" heading seen in Figure 28. This will take you to another screen, where you will scroll down to and click on "Institution Address." Choose the month that begins the utilization period for your organization, seen in Figure 29. Click "save all" before going back to the original utilization report screen and putting the fiscal year into the "Utilization Report Year" field once again.



The screenshot shows the 'Main Menu' page. At the top is a navigation bar with links: Main Menu (highlighted), Search Inventions, Search Patents, Search Utilization, Search Documents, and Search iEdison Account. Below the navigation bar is the title 'Main Menu'. There are three main sections: 'iEdison Reporting' with links like 'Create an Invention Report', 'To report a PVP application please refer to the PVP Entry Procedure', 'Create a Patent Report', 'Create a Utilization Report', and 'Upload iEdison Invention Report Datastream'; 'iEdison Reports Administration' with links like 'Search/Modify Existing Invention Reports', 'Search/Modify Existing Patent Reports', 'Search/Modify Existing Utilization Reports', 'View Notification Messages', 'View Submitted Documents', and 'View or Download Reports on iEdison Records'; and 'Account Administration' with links like 'Create an iEdison Account', 'Search for an iEdison Account to Modify', and 'View/Update Your Organization's Profile' (highlighted with a red box).

Figure 28

Institution Address ? + VIEW

Extramural Technology Transfer Administration ? - HIDE

\* Required Field(s)

\*Street Address:

\*City:

\*Country:

\*State/Province:

\*Zip/Postal Code:

\*Contact Name:

\*Phone:

\*Email:

Are batch uploads allowed by this organization? ☒ Yes

\*The month that begins the utilization period:  Sorry, but this field cannot be modified once it has been saved.

\*Are the inventions submitted by the organization assigned for administration and reporting by the user? ☒ Yes

+ View All Save All Discard Changes

Figure 29

**10. We believe that your notice is referencing the milestone/obligation requirement in our ARPA-E awards that asks for an annual “listing” of inventions under the award. How is utilization reporting different than listing of inventions?**

**Answer:** Awardees must report to ARPA-E no more than annually on utilization, i.e., commercialization and development efforts, for each subject invention and/or reported software. This is not a “listing” of subject inventions but rather specific reporting on utilization for each subject invention. Please review Attachment 2 of your award document for details.

**11. Is this request for the patents that have licensees and buyers? If our patents don’t have any licensees, does it mean we don’t need to do this report?**

**Answer:** You must report utilization to ARPA-E, i.e., commercialization and development efforts, for each subject invention. If there has been no utilization, you still need to report in iEdison and indicate no utilization.

**12. The Annual Invention Utilization Report is submitted in iEdison. What if our subject invention was reported to DOE GC-62 Patent Counsel and never put into iEdison?**

**Answer:** You will need to re-submit that subject invention information into iEdison in order to create a utilization report associated with the invention. This will lead to a new subject invention report, S number, and invention report number. After you have created this duplicate entry, you will need to let ARPA-E know the subject invention title, invention report number, and award number so that we can link it directly to the old record. Please send this information to [ARPA-E-T2M@Hq.Doe.Gov](mailto:ARPA-E-T2M@Hq.Doe.Gov).

**13. We reported a subject invention under our award and our commercialization efforts led to the creation of a new company. We subsequently received an initial investment in the company. Where do we report the new company’s financing?**



**Answer:** If an awardee created a new company from the commercialization efforts during the reporting period, please indicate the new company's name associated with the subject invention. If the new company has also received financing, please list the funding under the additional financial support section.

**14. *We developed a product from the commercialization efforts or technology funded by ARPA-E. What is a NAICS code?***

**Answer:** The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. To learn more about NAICS codes or to search codes please visit: <https://www.bls.gov/bls/naics.htm>.

**15. *Our team received follow-on funding that can be attributed to multiple subject inventions. Do we need to report the financing for each subject invention?***

**Answer:** No. Please just report the follow-on funding with the primary S-Number or the one that most closely aligns to the technology funded through private follow-on funding, government follow-on funding, or other