

Knowledge Transfer Office

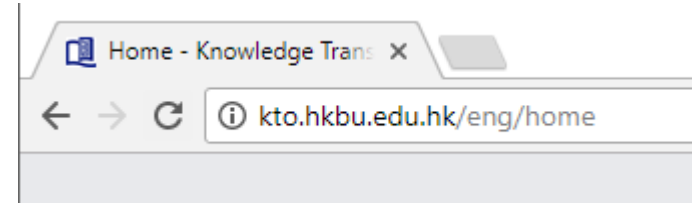
Guidance notes:

Online Invention Submission on IP management system (HKBU IPMS)

October 2021

Visit the KTO homepage

1. Use **Chrome / Firefox / Edge**, go to KTO's website **<http://kto.hkbu.edu.hk/>**



2. From the menu, first click “**Technology Transfer**”, then “**Intellectual Property Protection**” and lastly “**Invention Submission**”.



IP System Login Page

3. Please login with your Single-Sign-On Account (**SSOid**).

The image displays two screenshots of the Hong Kong Baptist University (HKBU) IP System Login Page. The left screenshot shows the login form with the following elements:

- HKBU Logo and Name: 香港浸會大學 HONG KONG BAPTIST UNIVERSITY
- SSOid (Student number / Staff email account name) input field with a question mark icon.
- Red text below the SSOid field: (please exclude @hkbu.edu.hk / @life.hkbu.edu.hk)
- Links: [Forgot Password](#) and [Change Password](#)
- [NEXT](#) button
- SSOid Registration section with [NEW STUDENT](#) and [NEW STAFF](#) buttons.

The right screenshot shows the login form with the following elements:

- HKBU Logo and Name: 香港浸會大學 HONG KONG BAPTIST UNIVERSITY
- SSOid : psyt***
- Password input field with a lock icon and a toggle eye icon.
- [Sign in with another account](#) link
- [SIGN IN](#) button

IP System's URL

4. Click the link “**HKBU IP Management System**” to access the IP management system.

Home > Technology Transfer > Intellectual Property Protection > Invention Submission

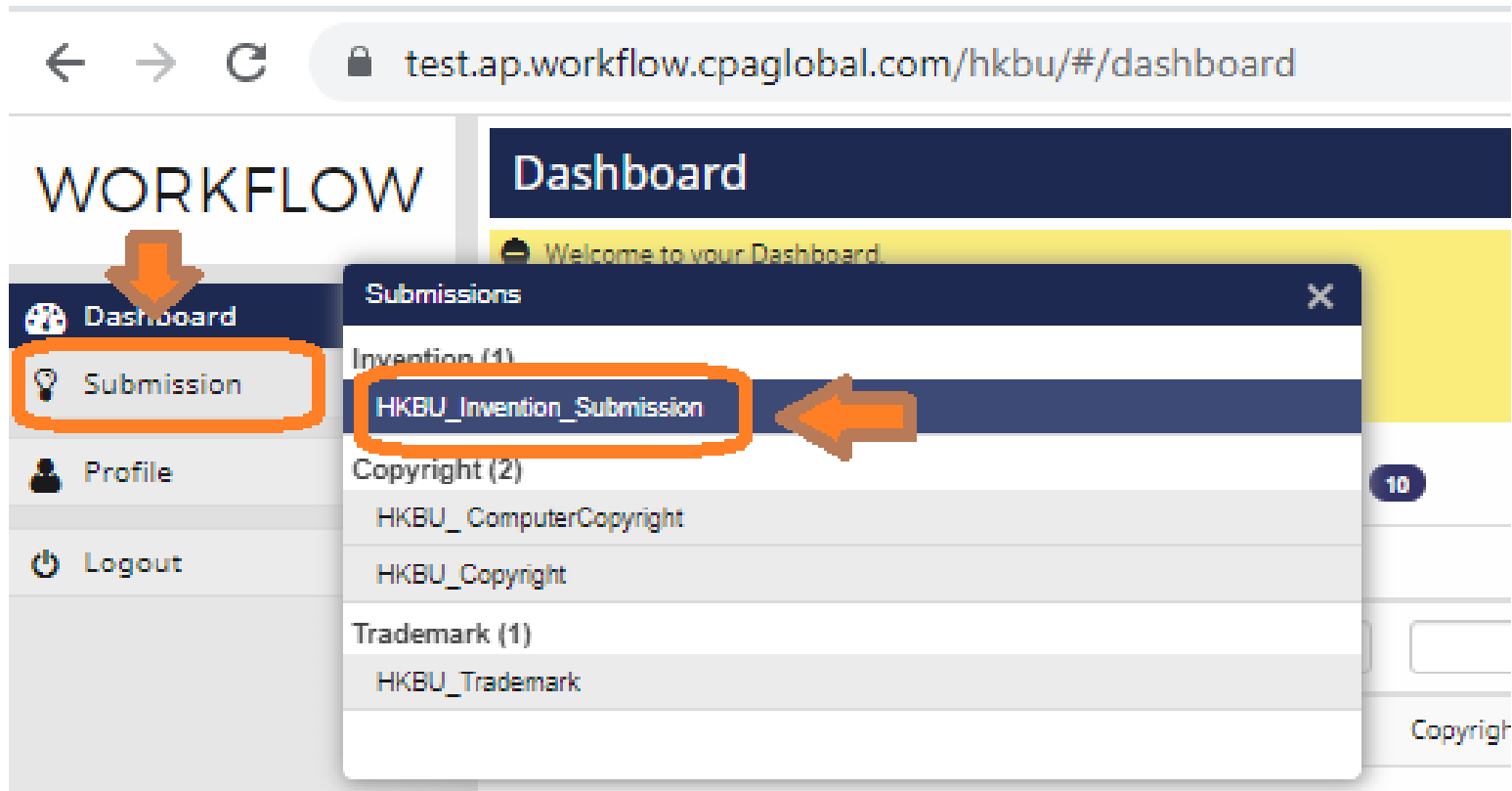
Go to [HKBU IP Management System](#)



[Guidance notes of IP management system - Online Invention Submission](#) 

Invention Submission for Patent Application

5. Click “**Submission**” and “**HKBU_Invention_Submission**” for invention submission.



Submission Form

6. Please fill in the information of your invention on the online form.

The fields with “*” are mandatory.

For example Item 1.1 Submitter Email


Please enter HKBU email

e.g. chandaiman@hkbu.edu.hk

1.1 Invention Information

Proposed Title *

Submitter Email *



Please confirm and enter your correct HKBU email address here.

Submission Form (Cont'd)

7. Go to the top of the page, download the IDF signature form from “**HKBU Invention Disclosure Form**”.

Please read this Privacy Policy Statement (PPS) and Personal Information Collection Statement (PICS) carefully to understand the policy and practice of Hong Kong Baptist University regarding how your personal data will be treated.

<https://bupdpd.hkbu.edu.hk/policies-and-procedures/pps-pics/>

Please download the signature form and return the signed form to us by using below "Attach documents" function

7

HKBU Invention Disclosure Form

8. **Drag and drop the file or click the box** for uploading the executed IDF signature form and other supplementary documents (e.g. manuscript, proposal, etc.) to the system.

Attach documents

✚ Add documents

8



Submission Form (Cont'd)

9. Uploaded documents can be shown below.

HKBU Invention Disclosure Form

Attach documents

+ Add documents

9 Attached files:

PDF Inventor signature.pdf - Uploaded: [trash icon]

10. Click “**Submit**” button to submit the invention.

10 Submit [trash icon] [save icon] [refresh icon]

Please read this Privacy Policy Statement (PPS) and Personal Information Collection Statement (PICS) carefully to understand the policy and practice of Hong Kong Baptist University regarding how your personal data will be treated.

<https://bupdpd.hkbu.edu.hk/policies-and-procedures/pps-pics/>

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HKBU Invention Disclosure Form

Invention Submission

11. Inventor can always check the status of the invention submission at the IP management system.

Dashboard

Welcome to your Dashboard.
To start, select **Submission** from the left hand menu.

Show me

My tasks 0

My submissions 37

Associated submissions 13

Task

Title

Reference

Create date

Status

Inventor Submission

My Great Invention

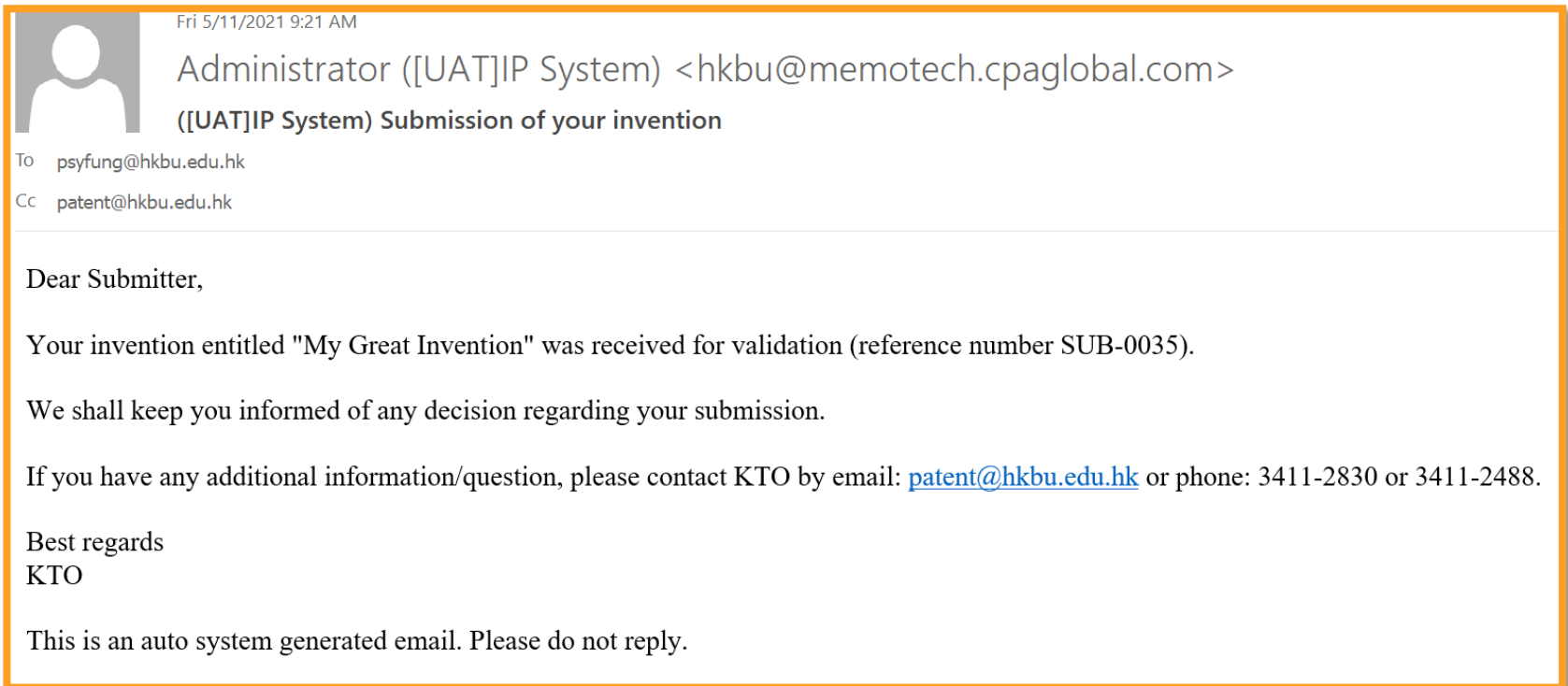
SUB-0035

2021-11-04

Awaiting Validator Review

Notification email

12. For successful submission of invention, inventor will receive an acknowledge email generated by the system.



For any enquires, please contact KTO at 3411 2830 and 3411 2488 or email at patent@hkbu.edu.hk

Thank you !