

NIH Final Invention Statement Submission Procedures for University of Pittsburgh PIs

1. The PI **must** have an NIH eRA Commons account to prepare and electronically submit a final invention statement. To request a Commons account, the PI should complete and submit the University of Pittsburgh Commons Registration Request form at <https://www.pitt.edu/offres/ornihform.html>
2. The PI logs into the Commons at <https://commons.era.nih.gov/commons/> and clicks on the **STATUS** tab at the top of the screen to see the listing of his/her applications and awards. The PI clicks the **Requires Closeout** hyperlink in the ACTION column of the award with the relevant APPLICATION ID number. When the **Closeout Status** screen appears, the PI clicks the **Process Final Invention Statement** hyperlink in the ACTION column.
3. On the **Submit Final Invention Statement** screen, the PI must select either **Yes** or **No** depending on whether or not there are inventions to be reported.
 - a. Selecting **No** brings up a pop-up dialog box in which the PI must certify that “no inventions were conceived or first actually reduced to practice...” by clicking **OK**. The Commons then automatically creates a completed Final Invention Statement (HHS Form 568) that includes all the relevant grant information and lists “None” in the Title of Invention field.
 - b. Selecting **Yes** brings up the **Add Invention** screen on which the PI must report the specific inventions by entering the “Title of Invention”, “Name of the Inventor”, and “Date Reported to DHHS” for each invention. Clicking on the **Add Invention** button saves the information. The PI should click the **Add Invention** after entering the data for each invention. After entering the data for each invention, the PI should click on the **Verify** button. Clicking on the **Verify** button brings up a pop-up dialog box in which the PI must certify that “all inventions are listed which were conceived or first actually reduced to practice...” by clicking **OK**. The Commons then automatically creates a completed Final Invention Statement (HHS Form 568) that includes all the relevant grant information and lists the “Title of Invention”, “Name of the Inventor” and “Date Reported to DHHS” for each invention.
4. The Departmental Administrator reviews the Final Invention Statement and if the Final Invention Statement is ready to be submitted, the Departmental Administrator sends an email message to the appropriate Grants and Contracts Officer (GCO).
5. The GCO reviews the Final Invention Statement on the Commons. If no inventions were disclosed, the GCO submits the Final Invention Statement. If the PI reported any inventions, the GCO will check with the Office of Technology Management (OTM) to verify that all proper disclosures and filings were made. If all disclosures and filings have not been made, the GCO cannot submit until OTM reports that they have been made. If all disclosures and filings have been made, the GCO will submit.
6. After submission, the Commons will automatically send the GCO a confirmatory email message. Upon receipt, this email message will be forwarded to the Departmental Administrator.