RECORD A PATENT

OVERVIEW
This guide explains how to record a patent in the Pure Research Management System (Pure RMS). Within Pure RMS, patents are recorded as Research Output and follow similar steps to publications including validation by the Library.

PROCESS

1. Login to Pure
2. Record a patent
3. Fill out the details
4. Save the changes
5. Send to the Library for validation

STEPS

1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and password.

Macquarie University OneID Federated Access
You are here: Macquarie Home » Rights

Welcome to the Authentication Service where your OneID provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.

To learn more about OneID, check or change your password, and find out which systems use OneID authentication, visit https://oned.mq.edu.au.

OneID: mc20166588
Password: *********

Log Me In Now!
2. Click **Add new**. A pop-up will appear.

3. Follow the steps below to choose the **Patent** form.
   A. Click **Research output**.
   B. Click **Patent**.
   C. Click **Patent**.

4. Provide the status and date in the **Publication state** section.

   **NOTE**
   - Click **Add publication status and date** if there is more than one status and date to record.
   - The ordering will be automatically handled if there is more than one status / date.

5. Provide the title and details of the patent in the **Publication information** section.
6. To add inventors and affiliations to the contribution, follow the steps below:

**Add person**

A. Click Add person. A pop-up will appear.

B. Type in the name of the inventor in the search field.

C. Select the option from the list.

**NOTE**

If an inventor is not with Macquarie University, you can add him/her by creating an external person record using the Create external person tab. Fill out all the required fields as prompted and click Create.
Add organisation unit

A. Click Add organisation unit. A pop-up will appear.

B. Type in the name of the organisation in the search field.

C. Select the option from the list.

NOTE
If the organisation is not within Macquarie University, you can add it by creating an external organisation record using the Create external organisation tab. Fill out all the required fields as prompted and click Create.

Add group author

A. Click Add group author. A pop-up will appear.

B. Type in the name for the group author.

C. Click Create.
7. Provide information in the **Patent** section.

8. Add the full-text electronic version(s) if any, or add other files/links related to the patent in the **Electronic version(s), and related files and links** section.

9. Add the field of research in the **Discipline assignment** section, if known.

**NOTE**
You can enter multiple FoR codes and assign a percentage for each FoR. The sum of the distribution amount must add up to 100%.

10. Set the visibility of the patent.

11. Once the required details of the patent are recorded, scroll down to the bottom of the page and select **For validation** option from the dropdown menu to send it to the Library to validate.
HANDY HINTS & TIPS

• The system will not allow you to make changes once you have submitted the patent for validation. You can only make changes when it is rejected/returned to you by the validator.

• If you click "Save" at any stage, it will close the window with changes being saved. You will need to open the record again for other tasks.

• Always save your entered data. There is no automatic saving in the system.

• Enable pop-ups within your preferred internet browser.

• Close all pop-ups and web browser when you are finished.

For additional help:

+61 2 9850-HELP (4357)  rms.support@mq.edu.au  Log a OneHelp ticket