

OTD Business Continuity Plan in the Event of a Campus Closing

1. In the event the UMBC campus is closed and OTD staff cannot come to campus or are not allowed to access buildings in the Research Park, staff will continue to monitor email and voicemail. It is possible to access most of the files on the OTD directory using remote connection and these files are also backed up periodically to the Director's portable external drive and laptop.
2. Inventors can submit invention disclosures following the procedures found on <http://www.umbc.edu/research/OTD/report/ReportanInvention.html>. These procedures include the electronic submission of invention disclosure forms and related documents to an email address wmartin@umbc.edu in addition to original submissions via the mail. All invention disclosures will be processed following the standard OTD log-in procedures. Communication with inventors will be accomplished using email or telephone follow-up.
3. Communication with patent counsel and inventors regarding utility patent applications that are currently in draft or in prosecution will continue electronically via email or via telephone.
4. Reporting of inventions developed using federal funding is accomplished on-line using the Interagency Edison website.
5. Filing of provisional patent applications, copyright applications and payment of U.S. maintenance fees are all done on-line using the USPTO and Library of Congress websites. These sites accept payment by credit card and also UMBC has deposit accounts with both of these offices.
6. Communication with current licensees regarding license maintenance issues and patent prosecution matters will continue using email and telephone.
7. Receipting invoices from law firms and P-Card payments can be accomplished on-line using Peoplesoft. Currently Accounts Payable require an original invoice to make a payment, so payment could be delayed if the campus is closed.