How to Complete the Intellectual Property & IP Record Pages

This document describes how to complete the Intellectual Property Pages.

1. You will be required to complete the Intellectual Property Pages if:
   a. You answered yes to Question 5 on the Screening Questions Page.

2. After completing the Screening Questions Page, the Intellectual Property Page appears.
   a. Click on the Add link to provide Intellectual Property details.

3. You will be brought to the IP Record Page.
4. After completing the fields. Click on the **CONTINUE** checkbox.

5. You will be brought back to the **Intellectual Property Page**.  

6. Verify that the Intellectual Property Record in the IP Table has a ✅ next to it.

7. To **add** additional Intellectual Property click on **Add** link.

8. To **open** an Intellectual Property record or to view or change the details provided, click on the Open icon 📄 next to the Intellectual Property record.

10. Once you have entered your Intellectual Property details, click the **CONTINUE** checkbox.

11. The *Intellectual Property Page* will have a ✅ next to it confirming that the page is complete.

12. You will be brought to the next page noted in the top navigation bar.