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**To:** [NIH TDC Long: OD-OTT](#)  
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**Subject:** Technology Transfer Community Newsletter - Installment #5  
**Date:** Tuesday, April 26, 2016 11:18:09 AM  
**Attachments:** [image004.png](#)  
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[image009.png](#)  
[image005.png](#)

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**Dear Technology Transfer Community** – For your reading pleasure the 5<sup>th</sup> installment of the TT Community Newsletter.

### **Scanning Project**

They're Back! The boxes of scanned patent prosecution documents have been scanned by the contractor, returned to the OTT, and downloaded as electronic records in OTT TechTracS. We are in the process of reviewing each box and document against the records in NIH TechTracS for quality control. The records being reviewed first are those patent families with at least one member still being actively prosecuted. So far, errors identified have been minor. However, if you come across any documents attached to the incorrect record or any other issues regarding the quality of the attached documents, please do not hesitate to contact Jill Roering, OTT, by e-mail.



### **Fit Gap Analysis**

We have completed the Fit Gap Analysis project which is the first step towards an Enterprise System for the NIH Technology Transfer community. During the Fit Gap Analysis we were able to objectively review and validate our existing processes, identify the high level requirements across all of the ICs, identify possible commercial off the shelf (COTS) candidates, identify the plausibility of a custom built system, and calculate rough order of magnitude

(ROM) estimates to implement the options. All the ICs were actively involved in this analysis, either directly or through their service provider, which involved over twenty interview sessions with approximately fifty End Users. User stories were developed and validated which helped to develop high level requirements and a draft requirements traceability matrix (RTM) with approximately 250 medium-level requirements.

The Technology Transfer Working Group would like to thank all staff that contributed to this initial step in our road to an Enterprise System for the NIH Technology Transfer community. The next step is working with Drs. Andy Baxevanis and Gottesman to draft up an executive summary for a request for Capital Investment funding. Stay tuned for additional information and requests for community involvement as we move forward with this project.

*What is a Fit-Gap Analysis? A **fit-gap analysis** determines where **gaps** in functionality exist when we compare operating or business requirements for the organization to system capabilities.*

### **Are You Missing Out?**

The IC Program Specialist Meetings are off to a good start. Are you an IC Program Specialist or someone that processes that type of work? Well, this meeting is for you. Come in person and network with staff from other ICs. Hear questions from other Program Specialists and learn from each other. Some of the agenda items discussed have been:

- Introduction to the new Program Specialist page in the OTT SharePoint site
- LPM Speak or How do I understand all of these new terms?
- Why can't I print off a file that ends in ".WD4" and how do I run these reports in TechTracS?
- Where are all of the training documents and "How To" guides?
- What documents do I include with a "Green Sheet"?

The next meeting is scheduled on May 4<sup>th</sup> at 2:00 p.m. at OTT, located at 6011 Executive Blvd, Suite 325, Conference Room B.

### **New Staff Performing LPM Duties?**

Please remember to...

- Notify Regina Gaither and Daisy Garrett (OIR) if you have any new staff that will be contacting the Law Firms.
- Complete the NBS form and submit it through your appointed IC Representative.
- Submit a CIT Help Desk ticket to request that OTT grant LPM privileges in NIH TechTracS.
- (If appropriate), update the technology records in NIH TechTracS to reflect the new assignments. This should be completed by IC staff, but if help is needed, please contact Stephen Finley or Tim Leahy in OTT.

### **Need a Place to Work Between Meetings?**



A "Hoteling Office" has been set up across from Conference Room B in the OTT and is available on a first come, first served, basis. Just bring your laptop and hook up to the network cable. If you want to reserve in advance, contact Alex Taylor at [alex.taylor@nih.gov](mailto:alex.taylor@nih.gov).

## **Do License Applicants Ever Ask you for the NIH Royalties W-9 Form?**

Refer them to the OTT Royalties Administration Unit or just direct them to the pre-signed W-9 form on the OTT Web Site at: <http://www.ott.nih.gov/payment-center>. There is also a lot of great information related to royalty payment options on this site.

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### Payment Center

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IT IS VERY IMPORTANT to reference the appropriate OTT license agreement number (L-000-0000) on all payments. This will ensure prompt and accurate credit of your royalty payment to your license agreement. Also include information with your payment stating how the payment should be applied. For example: 2005 Minimum Annual Royalty, Execution Fee, Earned Royalties for (MM/DD/YYYY to MM/DD/YYYY).

The NIH now accepts DEBIT or CREDIT CARD payments for royalties. Go to the U.S. Treasury Web Site located at: <https://www.pay.gov/public/home/makepayment>. Enter "NIH" in the search function to locate the "NIH Royalty Payments" form. Transactions are limited to \$24,999. You may not split payments using the same credit card if the total will be over the limit, even if partial payments are made on different days. However, you can use a different credit card for each partial payment. There is no transaction limit on the use of Debit Cards, except for the funds available in your account.

#### Credit and Debit Cards Accepted by Pay.gov

- American Express
- Discover and cards showing Discover Logo including
  - JCB
  - Union Pay
  - Some Diners Club cards
- MasterCard
- Visa
- Debit Cards showing the MasterCard or Visa logo

#### Paying from a U.S. Bank Account



Pay.gov can be used to make secure electronic payments to Federal Government Agencies and is the preferred method of payment for NIH. Please note that ACH Payments can only be submitted through [Pay.gov](#).

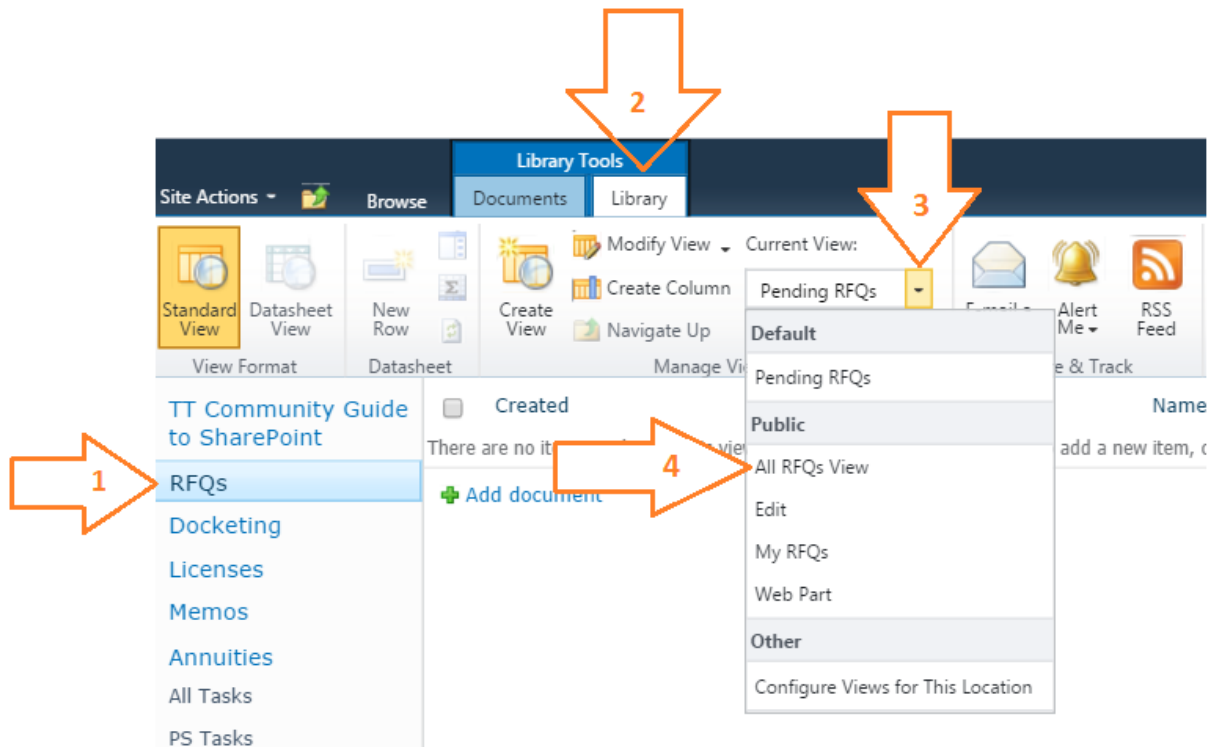
#### Paying from a NON-U.S. Bank Account

#### Submitting Sales Reports

#### NIH Royalties W-9 Form

**Help! How do I find historical RFQs in the OTT SharePoint Site?**

Did you know that once a Request for Quote (RFQ) has been processed that the OTT SharePoint system will remove it from the Pending RFQ view? Did you know that you can retrieve them by clicking on “RFQs”, “Library”, “Current View” and “All RFQs View”?



### **Suggestions for the Next Newsletter**

Keep those suggestions coming for topics to cover in the newsletters.

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