

## **FUNCTIONAL STATEMENTS**

### **Office of Technology Transfer and Economic Development**

#### **Major Functions**

- Ensure the efficient and effective commercial transfer of the University's intellectual properties and resources to the public and private sectors of the community-at-large.
- Facilitate economic development through the education, training and research missions of the University.
- Support and nurture the creative and innovative use of science and technology to solve human problems.
- Work for statewide public access to University-based technology, technical and scientific expertise, information and related programs by the citizens of Hawaii.
- Promulgate and administer University policies that help our faculty, students and the community-at-large achieve the goals as elucidated in the four functional statements listed above.
- Support and facilitate the development and implementation of the UH Library Services External Services Program.

#### **Program and Administrative Functions**

##### **Intellectual Property, Technology Licensing, Economic Development and Education Support Program**

##### *Economic Development and Education Function*

- Implement the Business and Economic Development Support programs of the office which include: University Software Development and Marketing Program; International Technology Training and Educational Program; Economic, Legal and Technology Assessment Program; Business Development and Market Research Program; and a Technical Assistance Program.
- Coordinate the office's Educational Programs such as University Science and Technology Exposition and an educational television series on Science and Technology in Hawaii.
- Work with local economic development organizations and the business community to channel University resources to resolve the problems of businesses.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.

### *Intellectual Property and Technology Licensing Function*

- Implement the University's Patent, Copyright and Technology Licensing Program including the day-to-day administration of the University Patent and Copyright Policy.
- Work with the Research Corporation of the University of Hawaii to improve services to faculty and student inventors.
- Support the University's Technology Transfer programs.
- Work with the academic, business, and government communities on issues that deal with technology transfer and intellectual property.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.

### **ADMINISTRATIVE AND FISCAL SERVICES**

- Responsible for the day-to-day management of the Discoveries and Inventions Revolving Fund including establishing and maintaining a short-term cash investment plan.
- Responsible for the technical preparation of budgets and financial reports, the processing of all business transactions of the office including the processing of vouchers, purchase orders, and personnel actions.
- Responsible for the computerization of the office's financial records and business transactions and for the acquisition and maintenance of computer and telecommunications equipment.
- Perform detailed accounting and financial work.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.