

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.
- Plan and administer educational programs which are designed to increase public awareness of new developments and trends in science and technology.
- Coordinate outreach programs to attract potential students to careers in science and technology.
- 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.
- 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.
- Administer and manage facilities which are leased or assigned to the University in the Manoa Innovation Center and the Maui Research and Technology Center.
- Actively support the program goals of the office and the University of Hawaii.