

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF TECHNOLOGY TRANSFER
AND ECONOMIC DEVELOPMENT**

FUNCTIONAL STATEMENT

Facilitate and encourage technology transfer and economic development activities by the University of Hawaii on a systemwide basis.

- 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

- Provide administrative, fiscal, and logistical support for the various programs and general operation of the Office of Technology Transfer and Economic Development.
- Provide for the preparation, processing, and accounting of all business transactions, including personnel and contract administration.
- Provide for the day-to-day management of the Discoveries and Inventions Revolving Fund including the operation and maintenance of a short-term cash investment plan, the receipt and distribution of royalty and technology licensing revenues, and the preparation of financial statements and management reports.
- Administer and manage off-campus facilities which are leased or assigned to the University in the Manoa Innovation Center and the Maui Research and Technology Center.
- Provide for the development of programmatic, long-range planning, and executive policy development.
- 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.