

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SENIOR VICE PRESIDENT FOR RESEARCH
AND DEAN OF THE GRADUATE DIVISION
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 system wide 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.
- Facilitate and support statewide public access to university-based technology, technical and scientific expertise, information and related programs by the citizens of Hawaii.
- Support and facilitate the development and implementation of the UH Library Services External Services Program.
- Promulgate and administer university policies that assist faculty, students and the community-at-large achieve the goals as described in these functional statements.

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; Business Development Program; and a Technical Assistance Program.
- Plan and administer outreach programs which are designed to increase public awareness of new developments and trends in science and technology.
- Coordinate or actively participate in educational 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 and participate with local, state, and federal agencies in various economic development activities.
- 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.
- Implement a technology transfer and marketing program.
- 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 program development, 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.