

**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 property and resources to the public and private sectors of the community-at-large.
- Market, promote and license University-owned intellectual property to generate revenues for the support of the University's technology transfer and economic development programs.
- 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 to broaden statewide public access to University-based technology, technical and scientific expertise, information and technical assistance programs by the citizens of Hawaii.
- Promulgate and administer University policies to assist our faculty, students and the community-at-large achieve the goals as described in the five functional statements listed above.

Program and Administrative Functions

**Intellectual Property and Technology Licensing and
Economic Development and Outreach, Marketing and Education Program**

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.
- Advise and support the University Patent and Copyright Committee (PCC), a system wide committee by:

Analyzing the technical and scientific merit and economic feasibility of invention disclosures submitted by University employees.

Providing technical support to determine ownership of intellectual property developed at the University.

Developing recommendations to the President for the retention or release of intellectual property rights.

- 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.

Economic Development and Outreach, Marketing and Education Program

Economic Development

- Develop and implement Business and Economic Development support programs and activities to stimulate the economic development of the state.
- 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.
- Provide assistance to faculty entrepreneurs in the creation of new business enterprises based on the commercial application of University licensed 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.

Outreach, Marketing and Education

- Coordinate outreach activities to stimulate public awareness and understanding of new developments in science and technology.
- Develop and implement marketing and promotional programs and strategies to generate interest in the commercial application of University-owned intellectual property.
- Develop and coordinate outreach programs to attract potential students to careers in science and technology.
- 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.
- Actively support the program goals of the office and the University of Hawaii.