

National Science Foundation
Industry/University Cooperative Research Centers
NSF I/UCRC 2005 Annual Meeting

January 12-14, 2005
Key Bridge Marriot, 1401 Lee Highway, Arlington, VA

Notes from Breakout for Operations Management and Staff
Thursday, January 13, 2005, 2:30 – 4:00pm

Jane Laux, Center Coordinator and Manager of Center Administration, Connection One, Arizona State University; and **Karen Standley**, Program Coordinator, Center for Engineering Logistics and Distribution (CELDi), University of Arkansas, Fayetteville

Purpose: Provide center Operations personnel an opportunity to discuss and share ideas on meetings considerations (timelines, agenda, funding, poster sessions) that impact the core center administration

- How to fund an IAB meeting
 - Registration fees
 - Sponsorships from members
 - Never use Memberships fees (money should go right into projects and salaries)
 - First 2 meetings, centers should pick up tab, no members should pay to attend the meeting
 - See if university will pick up tab on first meeting to show good faith in center and show the industry that the university is committed to the center

- Meeting format
 - Day 1 – Drinks, reception
 - Day 2– Presentations, Poster Sessions, Faculty and Industry mingle. Formal dinner. Make sure Projects are completely and clearly explained to the industrial members.
 - Day 3 – IAB Meetings. IAB votes and decides which projects to fund and which not to fund. Done by noon.
 - Keep all industry speakers to less than 20 minutes; make sure they are not just pushing a product – selling.
 - Split industry and PI on each presentation. Industry member can begin presentation, and then PI can pick up to explain technical aspects of the project. Shows industrial member has confidence in project.

- LIFE Forms
 - Does not have to be in triplicate
 - Fill out right after each presentation
 - Industry and faculty should see all negative feedback (not only positive); this is how changes are made in order for IAB to vote “yes” on some projects.
 - Goal of LIFE form is to get companies to talk to each other, and say why they made comments they did on LIFE form and what their issues are with the project? DISCUSS.