Your Approach to Operation Support

First ask yourself

• What are your goals for your I/UCRC?
• Do you have the time required to achieve your goals?
• Do you have resources in place to support your Center’s operational needs?
• If not, how can you afford to hire someone to do this?
• What are the ideal characteristics of an I/UCRC operations support person for your center?
The “Operations Bucket List”

I/UCRC OPERATIONS

ADMINISTRATIVE
- member agreement/renewals
- managing voting procedures
- IPR disclosure management
- document management
- support for proposals
- operations scheduling
- project management
- distributing reports
- task management
- site coordination
- clerical support
- data collection

FINANCIAL
- member fees
- invoicing
- grants management
- financial planning
- budgeting

REPORTING
- university reporting
- NSF reporting
- IAB reporting

COMMUNICATIONS
- NSF/evaluator coordination
- faculty communications
- website management
- university relations
- student relations
- IAB relations
- press releases
- mediation
- training

EVENT PLANNING
- short courses/workshops
- research review meetings
- guest lectures/seminars
- IAB meetings

MARKETING
- conference participation
- promotional materials
- market to university
- market to students
- online marketing
- surveying IAB
- awareness
- advocacy
- branding
- liaison

STRATEGIC PLANNING
- technology roadmap creation
- supplemental funding
- vision creation
- goal setting

RECRUITING
- IAB meeting guests
- pitch meetings
- prospecting
- site visits

Source: 2012 I/UCRC Annual Mtg. Operations Session
One Approach to Operations Management

The Wood-Based Composites Center (WBC) Model:

- Single Managing Director (MD) serves both sites, presents a united front
- Documentation and reporting is standardized across universities
- Lead Site invoices the other for expenses, as necessary
- Sites share in cost of supporting MD (salary and benefits)

Thank you.

Questions?