

**Industry-University Cooperative Research Center (I/UCRC)
Semi-annual Meeting Best Practice Checklist**

[Version: June 10, 2011]

These center best practices help support long-term industry involvement in I/UCRCs. IAB members are more likely to gain benefits for their organizations and renew their membership in centers that follow these practices. **Evaluators attach two completed CLs to your annual Evaluator's Report.**

- The Center has 2 face-to-face meetings of IAB, Center scientists & students per year:
 - One primarily dedicated to proposal presentations w/ LIFE feedback (+ closed IAB Mtg).
 - One primarily dedicated to a technical review of progress w/ LIFE feedback (+ closed IAB Mtg).Comments: _____

- At Point of Registration, “Non-Disclosure Form” is signed by each non-member industrial attendee.

- At Meeting: “Closed Meeting” sign posted; materials labeled “Center Proprietary”

- A “List of Attendees” (industry, university) is contained in each attendee’s registration packet.

- A Center Update Report that includes:
 - A review of the center’s vision and research roadmap and/or priorities
 - A membership status report (including MIPRs and/or gov agency commitment involvement)
 - An annual financial statement x site (w/ member fees collected & amt available for projects)
 - Some discussion of center-related technology advances & economic impact
 - An up-to-date listing of publications list plus PI awards & research highlights (OK if online)Comments: _____

- A common presentation template is used and adhered to by most presenters (w/deliverables, milestones, timetable, budget & time limits).
Comments: _____

- 1-page executive summaries are available to all attendees at each bi-annual IAB meeting.
Comments: _____

- LIFE forms are completed following each presentation.
Comments: _____

- LIFE feedback is discussed by industrial attendees in session(s) scheduled for that purpose.
Comments: _____

- There is a closed IAB session (members can make it open) that includes an opportunity for IAB representatives to raise and discuss issues about center policies, procedures and research direction.
Comments: _____

- A “state-of-the center” discussion by IAB members.
Comments: _____

- Clear procedures (voting/ranking) are used for project continuation/selection.
Comments: _____

- Meeting activities are included that support industry/ university networking; such poster sessions, evening hors d'oeuvres or dinner, and industry-driven mentoring sessions.
Comments: _____

- A discussion of and preferably a decision on the date and location of the next meeting.