Industry-University Cooperative Research Center (I/UCRC)
Bi-annual Meeting Best Practice Checklist[1]

<u>Instructions</u>: Evaluators complete and attach this checklist to their annual Evaluator's Report for each IUCRC.

These center best practices help support long-term industry involvement in I/UCRCs. Industrial Advisory Board (IAB) members involved in Center research are more likely to gain benefits for their organizations and renew their membership in Centers that follow these practices

- ☐ The Center has 2 face-to-face meetings of IAB, Center scientists & students per year:
  - ☐ One dedicated mainly to proposal presentations and project selection;
  - ☐ One dedicated to a technical review of research progress & findings and closed to non-members.
  - Comments: _____
- ☐ Up-to-date Center Report at every IAB meeting that includes:
  - ☐ A review of the Center's vision and research roadmap and/or priorities.
  - ☐ Center membership status including the number & names of members that have signed, enforceable membership agreements, MIPRs or government agency commitment letters
  - ☐ Center financial statement for the year, including fees collected from members, NSF, and others.
  - ☐ Outputs and products from the year's projects
  - ☐ Updated publications list plus other PI awards & highlights
  - ☐ Opportunity for discussion & questions by IAB members about the state-of-the center
  - Comments: _____
- ☐ Common presentation templates (including deliverables, timetable, and proposed budget) and strict time limits for each project presentation.
  - Comments: _____
- ☐ Executive research summaries prepared for the IAB and distributed *before* each bi-annual IAB meeting.
  - Comments: _____
- ☐ Project LIFE forms are completed and discussed by IAB reps at each meeting.
  - Comments: _____
- ☐ The Center uses well-defined procedures & timetable for choosing projects.
  - Comments: _____
- ☐ A closed IAB session (members can make it open) with a pre-planned agenda and opportunity for members to raise and discuss issues about center policies, procedures, and research activities
  - Comments: _____
- ☐ Visitors to closed sessions sign non-disclosure agreements.
  - Comments: _____
- ☐ Meeting activities that support interaction between industry members as well as with faculty and students, including: poster sessions, evening hors d'oeuvres or dinner, and industry-driven mentoring sessions.
  - Comments: _____
- ☐ A discussion and preferably decision on the date and location of the next meeting

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[1] Based on contributions from Otto Doering, Denis Gray, David Meyer and Eric Sundstrom.

Comments: _____