

**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.