

United States of America DEPARTMENT OF COMMERCE	DEPARTMENT ORGANIZATION ORDER <u>35-9</u>	
DEPARTMENT ORGANIZATION ORDER SERIES	DATE OF ISSUANCE June 26, 1984	EFFECTIVE DATE January 22, 1984
	SUBJECT OFFICE OF PRODUCTIVITY, TECHNOLOGY AND INNOVATION	
<p><u>SECTION 1. PURPOSE.</u></p> <p>.01 This Order prescribes the functions of the Office of Productivity, Technology and Innovation.</p> <p>.02 This revision deletes reference to the National Productivity Advisory Committee, and incorporates new functions related to voluntary metric conversion and patent policy.</p> <p><u>SECTION 2. STATUS AND LINE OF AUTHORITY.</u></p> <p>The Office of Productivity, Technology and Innovation, a constituent operating unit of the Department, shall be headed by a Director who shall report and be responsible to the Assistant Secretary for Productivity, Technology and Innovation.</p> <p><u>SECTION 3. FUNCTIONS.</u></p> <p>The Office of Productivity, Technology and Innovation shall serve as the Departmental focus for policy and program activities relating to productivity improvement, technological development and innovation in the private sector. In carrying out these responsibilities, the Office shall:</p> <ol style="list-style-type: none"> a. Conduct studies on the effect which Federal policies, programs, legislation and regulations have on productivity growth, technological development and innovation in the private sector; b. Coordinate the development of, and serve as the principal contact for, Departmental positions on Federal policies and program which affect private sector productivity growth, technological development and innovation; c. Conduct programs designed to promote the understanding and use of productivity measurement and improvement techniques in the private sector, including: <ol style="list-style-type: none"> 1. Operation of a Departmental clearinghouse for the collection and dissemination of productivity related information to the private sector, and 2. Conduct of workshops, seminars and related outreach mechanisms to provide business decisionmakers with best practice productivity and technology information; d. Administer Departmental responsibilities under the Stevenson-Wydler Technology Innovation Act of 1980 (P.L. 96-480), including: 		

1. Serving as the focal point for policy development and industry-government consultations designed to reduce institutional and other barriers to cooperative arrangements aimed at technological advance, and
2. Develop and implement policies and programs to foster greater private sector commercialization of Federally-owned patents and other Federally-funded technologies, including technologies developed by Federal laboratories and inventions developed under Federal contracts and grants.
 - e. Establish and provide staff support for Departmental task forces, committees and steering groups responsible for the coordination of Departmental research, data collection and other activities related to private sector productivity improvement;
 - f. Maintain liaison with domestic and foreign productivity centers, institutes, committees and related organizations on methods, techniques and innovations to enhance productivity growth; and
 - g. Provide liaison between the public and private sectors on voluntary metric conversion; assist and respond to inquiries from the private sector; coordinate the Federal Government's own metric conversion activities, including coordination of interagency committees; assist State and local governments in metric problems; and identify existing barriers to voluntary conversion and recommend appropriate action.

SECTION 4. EFFECT ON OTHER ORDERS.

This Order supersedes Department Organization Order 35-9, dated April 22, 1982.


Under Secretary for Economic Affairs

Approved:


Assistant Secretary for Administration

CENTRAL RESEARCH PROGRAM

Central Research Grants are given to the Central Research Institute for the purpose of conducting research on subjects of special interest to the University.

The emphasis of this program is upon fundamental investigations sponsored by members such as their professional careers. It is especially desirable that research projects also be eligible for consideration.

Research Corporation grants to other institutions are also eligible for consideration. Grants in situations of grant-awarding agencies will be considered on the basis of contributions to scientific knowledge and the advancement of the investigator's field of research.

Special significance is given to the evaluation of research proposals which are of such a nature that they are considered to be particularly challenging in respect to the investigator's background.

Support Provider

Central Research Grants are given to the direct expense incurred in the performance of research proposed.

In general, there is no special stipend and no special salary for the research fellowships in the case of equipment which will continue to be available for the purpose of a continuing program.

All the proposals from the Central Research Institute for the year 1960-61 and for the year 1961-62 are now being reviewed and approved and the amount of the grant is being determined.

It is expected that the amount of the grant will be approximately \$100,000 for the year 1960-61 and \$120,000 for the year 1961-62.

Research grants are given to the Central Research Institute for the purpose of conducting research on subjects of special interest to the University.

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UNITED STATES GOVERNMENT

OFFICE OF THE SECRETARY OF DEFENSE

DEFENSE RESEARCH AGENCY

WASHINGTON, D. C. 20301

REPORT NUMBER

AD-740 000

PERFORMING ORGANIZATION NAME(S)

AND ADDRESS(ES)

UNIVERSITY OF CALIFORNIA

LA JOLLA, CALIF. 92037

REPORT DATE

1974

PERFORMING ORGANIZATION NUMBER

100-100000

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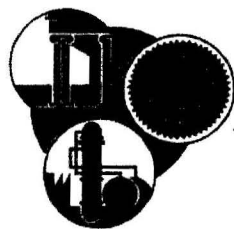
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Invention Administration for Institutions and Inventors



mic and other nonprofit institutions are l to forward information on new discoveries .nological significance for evaluation under ch Corporation's Invention Administration m. The program staff, representing the major fic and engineering disciplines, production, ting and patent law, evaluates the probable ability and prospects for industrial develop- nd public use of the discovery.

foundation accepts assignment of inventive eries that appear patentable, useful and table, seeks patent protection in those coun- here warranted, and carries out a carefully d licensing campaign. Evaluation, patenting ensing services are donated by Research ration regardless of the success of licensing

etailed disclosure of an inventive discovery plains its nature, purpose and operation is ed to set the evaluation process in motion. ogram staff works closely with the scientist- or in appraising his work and obtaining s. Patent prosecution is conducted by an y trained in engineering or science and law, retained by the foundation specifically dle the given invention. The attorney con- ith the inventor as well as the foundation in ping and prosecuting patent applications. o to license the invention are undertaken iately after an initial patent application has led.

Invention Administration Agreements

ntion administration agreements are in force n Research Corporation and more than 200 onal and scientific institutions. These agree-

related organizations, and governmental and quasi-governmental agencies in the U.S. and other countries. Inventions from organizations not having agreements with the foundation—and occasionally from individuals—may be handled on a case-by-case basis with the stipulation that the majority of any royalties realized will be used for Research Corporation or other programs to advance academic science and technology.

Royalties from successfully licensed inventions are distributed between institution, inventor and the foundation as specified by prior agreement. In general, the institution together with the inventor receive the major portion of gross royalties, with the inventor's share being determined by the policies of his institution. Ordinary patenting and licensing expenses are donated by Research Corporation.

The foundation's share of any royalties received is used, in accordance with its charter, to support its philanthropic programs in invention administration and grants for scientific research (see "other foundation activities," back cover).

Patents and Publications

The importance of timely disclosure of inventive research cannot be overemphasized, for prior publication of the details of a discovery can render it unpatentable. The effect of such publication may be to deny the public the benefit of products based on the invention. (Many manufacturers are unwilling to invest in new technology without patent protection.)

The preservation of patent rights can be achieved without impeding scholarly communications. By the early disclosure of a synopsis of his findings or a draft of a proposed paper, held in strict confidence by Research Corporation, the scientist-inventor can help preserve these rights. When warranted an application for a U.S. patent can be filed prior to publication, and will not only secure U.S. rights, but provide an additional year to consider filing in other countries—subsequent publications

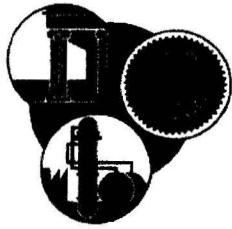
to one year after publication. Patent rights in other countries, however, may be irretrievably lost. The best rule: when possible, have a potentially useful discovery evaluated for possible patenting before publishing.

More information on preparing disclosures and the requirements for patenting a discovery can be found in "Evaluating and Patenting Faculty Inventions," a booklet available together with an Invention Questionnaire from Research Corporation's Invention Administration Program. Inquiries may be directed to Manager—Evaluation or other program staff members.

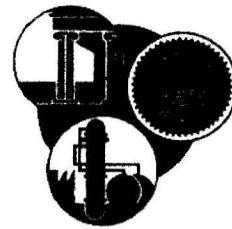
Other Services

Professional staff members periodically visit academic administrators and researchers to convey a better understanding of the patent system and to encourage the timely reporting of potentially useful discoveries. Visits may also be made to clarify the details of an inventive discovery or its administration. In certain instances the foundation will arrange for the collection of data pertaining to an inventive discovery, such as the screening of a new compound by a chemical or pharmaceutical manufacturer to determine biological activity.

Research Corporation is a source of information on the development and administration of institutional patent policies as well as on patenting procedures in the U.S. and other countries. The foundation also can provide information on the patent policies of government agencies active in research support. Inventions resulting from government or other sponsorship of research can be assigned to the foundation subject to prior rights belonging to the sponsor. Where regulations or other arrangements permit retention of patent rights, the foundation will either prepare the documentation necessary to obtain such rights or help the institution to do so.



Research Corporation background and programs



One of the first American foundations, Research Corporation was created in 1912 by Frederick Gardner Cottrell, a professor of physical chemistry, inventor and philanthropist. The purposes of the foundation are to advance science and technology—to support scholarly research in the sciences (see below), and to make inventions and patent rights “more available and effective in the useful arts and manufactures.”

Research Corporation helps make inventions available with the assistance of the scientific institutions and licensees which participate in its Invention Administration Program. This folder describes program services contributed by the foundation to nonprofit organizations and their inventors, to the business community, and ultimately to the general public.

other foundation activities

The Research Corporation Grants Program operates independently of the foundation’s Invention Administration Program. All grants explicitly disclaim any proprietary interest in the results of research sponsored by the foundation.

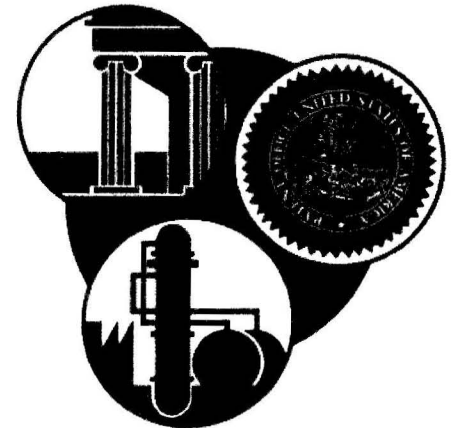
Two major grants programs are conducted to assist basic research in the natural and physical sciences. *The Cottrell Research Program* supports fundamental investigations in the physical sciences at graduate universities and public undergraduate institutions. *The Cottrell College Science Program* is devoted to aiding academic research projects in the natural sciences at private undergraduate institutions.

Inquiries regarding Research Corporation’s Grants Program should be addressed to: Vice President—Grants Program.

Incorporated in New York State under the Not-For-Profit Corporation Law, Research Corporation is a private, tax-exempt foundation under section 501(c)(3) of the U.S. Internal Revenue Code.

putting academic inventions to work

From Universities to Industry... A Program for Technology Transfer



Invention Administration Program

GET HELP FOR A CHALLENGING NATIONAL ASSIGNMENT...

FUNDAMENTALS OF INDUSTRIAL EXTENSION

Two one-half days of highly interactive sessions will build upon the essential concepts, skills and techniques necessary to be successful in the industrial extension profession.

Developed by a multi-state consortium of extension agents, this course is designed to help extension agents in answering the needs of the American industry. It is one in a series of courses designed to provide business assistance and technology transfer to industry.

Participants are experienced practitioners and senior-level personnel from manufacturing and technology companies. Instructors from The Pennsylvania State University, West Virginia State University and the Northeast Manufacturing Institute are also trained in skills and techniques for the Fundamentals Workshop.

Who should attend the workshop?

The Fundamentals Workshop will engage participants in skills and interactive discussions that provide experience in industrial extension processes.

- Problem Solving
- Client Management
- Group Dynamics
- Networking

Who should attend?

The workshop is intended for people who provide services to industry and have a basic knowledge of the program's mission and operation.

Workshop fees and registration

The registration fee for the Fundamentals Workshop is \$450 per person. The fee covers a participant manual, *personal development plan*, continental breakfast, lunch and refreshments for the two-and-one-half days. Cancellations received two weeks prior to the selected workshop will receive a full refund. Thereafter, no refunds will be made, but a substitute participant may be sent.

To register, complete and send the registration form with your check, credit card or purchase order number to: Fundamentals of Industrial Extension, NTTC, Wheeling Jesuit College, 316 Washington Avenue, Wheeling, WV 26003.

If paying by credit card or purchase order, registration forms may be faxed to the NTTC at (304) 243-2129. Class size is limited and advanced registration is required. For more information, contact the NTTC at 1-800-678-6882.

For more information call

1-800-678-6882

AGENDA

Day One: 8 a.m. - 5 p.m.

Introduction and Overview

- Reviews basic concepts of the Industrial Extension Profession and their importance

Program Organization

- Defines the overall mission of an industrial extension organization and explores program differences
- Describes key roles of an industrial extension agent and lists characteristics needed for success

Resource Identification and Development

- Identifies local, state, and federal/national resources
- Explores resource criteria, limitations, availability and systems for categorization
- Provides practice in developing networking skills

Outreach and Promotion

- Describes the functions of outreach and promotion
- Provides sources for market research and methods of delivery
- Provides practice in the development and delivery of presentations

Day Two: 8 a.m. - 5 p.m.

One-on-One Extension Process Skills

- Includes initial client contact: client screening, program introduction, and closing the initial meeting
- Provides practice in data collection, problem identification, and problem analysis/development
- Provides practice in setting and executing an action plan and monitoring a project
- Explains methods of closing a project and the importance of evaluating and reporting

Day Three: 8 a.m. - 1 p.m.

Multiple Client Approaches

- Explores multiple-client approaches and applications for extension processes
- Describes types of client/supplier networks and explores the agent's role in initiating networks

Continuing Professional Development

- Initiates a forum for follow-up
- Provides a peer partner network
- Provides a means of individual performance measure

DUSTRY...

...t delightful aspect of this is that it provided those of this type of work with an The sessions were very and non-threatening."

Assistant Director, Manufacturing
ware Valley Industrial Resource Center

...the three days to be g, informative, profitable ain old fun."

Deputy Director, Mid-Atlantic
lications Center

...the Workshop to be very ive, lively paced and a us opportunity to discuss my peers. I felt much the hese somewhat exhausting ."

...a, District Manager, MANTEC

...r more information
-678-6882

1-800-678-6882



Fundamentals of Industrial Extension
National Technology Transfer Center
Wheeling Jesuit College
316 Washington Avenue
Wheeling, WV 26003

NATIONAL TECHNOLOGY TRANSFER CENTER

FUNDAMENTALS OF INDUSTRIAL EXTENSION

A component of the
National Industrial Extension Agent
Curriculum



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- assume responsibility for communications charges in subsidized databases / services and full rate charges in non-subsidized databases / services.
- provide capability, technology or expertise descriptions from your institution or company.
- possess the appropriate equipment to access the service (IBM or Macintosh compatible computer with mouse, hard drive and disk drive and modem or Internet access.)
- intend to use the service regularly.
- participate in the evaluation of the National Technology and Commerce Initiative program.

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BioScan	\$1,200.00
Business News	\$50.00
Commerce Business Daily	\$450.00
Federal Research In Progress	\$375.00
KEDS University and Federal Laboratory Inventions Databases	\$1,200.00
NASA Tech Briefs	\$320.00
SBIR Awards	\$125.00
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