



CCEFP Standard Operating Procedure (SOP)

SOP 001 - CCEFP and Industry Committee Management

PURPOSE

The purpose of this SOP is to describe the CCEFP and Industry Engagement Committee (IEC) management structures, roles, and responsibilities.

INTRODUCTION

The CCEFP Director will provide leadership for the strategic, research and administrative functions of the CCEFP. The CCEFP Deputy Directors and support staff will assist the Director in implementing the strategic direction, guiding the research process and administering the day-to-day operations of the CCEFP. The IEC will provide industry perspective to key CCEFP activities, such as research areas of focus, project selection, and project progress.

SCOPE

Responsibilities, selection criteria, and qualifications of CCEFP management and the IEC are within scope.

DEFINITIONS

“Industry Engagement Committee” or “IEC” is an industry governance committee consisting of one representative from each supporting company. The committee helps define key strategies and initiatives for the CCEFP, providing industry perspective.

RESPONSIBILITIES

The **CCEFP Director** is responsible for leading the strategic and administrative functions of the CCEFP, as follows:

- Engage the IEC to help establish and maintain the CCEFP Research Strategy.
- Engage the IEC to ensure that the CCEFP Research Strategy is aligned with the pre-competitive research needs of the fluid power industry.
- Solicit subject matter experts in emerging fluid power markets and applications to further augment the CCEFP Research Strategy.

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- Identify principal investigators and universities with the expertise and resources needed to address the CCEFP Research Strategy.
- Identify and manage the pursuit of government grant opportunities that align with the CCEFP Research Strategy.
- Oversee CCEFP processes for research project selection, monitoring, and graduation.
- Identify budget guidelines, approve CCEFP annual budget, and apportion resources as needed to fulfill Center obligations, including the hiring of support staff.
- Ensure all contractual obligations of the CCEFP are fulfilled.
- Publish a CCEFP annual report that details CCEFP financial support and expenditures, progress achieved and the impact on fluid power industry as required by government agencies/industry supporters.
- Advocate on behalf of CCEFP for support from University of Minnesota administration.

The **CCEFP Deputy Directors** are responsible for leading the strategic research functions of the CCEFP, as follows:

- Maintain and deploy the CCEFP research strategy.
- Assist the Director in identifying and pursuing government grant opportunities that align with the CCEFP research strategy.
- Assist the Director in identifying and administering the CCEFP research project portfolio.
- Assist the Director in implementing the established processes for CCEFP research project selection, monitoring, and graduation.
- Assume Director responsibilities on an ad hoc basis.

The **CCEFP support staff** is responsible for supporting the strategic, administrative, and research functions of the CCEFP, as follows:

- Engage industry supporters to develop, maintain and fund a CCEFP research strategy that addresses areas of pre-competitive research needs.
- Engage the IEC, through teleconferences and events, to identify, support, track, and disseminate research results and other strategic projects.
- Lead effort to design, develop and organize the program. Promote engagement of industry supporters and academics at the industry-university summits.
- Serve as liaison between industry and academia on such matters as non-disclosure agreements, licensing terms, etc.
- Lead efforts to organize, promote and administer the REU Program, including student networking at university connection programs and with CCEFP industry members.
- Lead efforts to organize, promote, and administer CCEFP webcasts.
- Solicit and create content for communications and maintain website.

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- Coordinate and prepare the annual budget, review quarterly financial results, monitor expenses against budget, and forecast cash balances.
- Oversee financial administration aspects of the CCEFP including sub-award administration, communications with SPA (University Sponsored Projects Administration) and funding agencies, development of sub-award agreements/amendments, certification of cost share contributions, sub-award closeouts, and review CCEFP and sub-award expenses for compliance with governmental regulations and University policies and procedures.
- Review SOPs and contracts annually.
- Coordinate necessary data collection to create annual report.
- Facilitate CCEFP pre-award proposal and submission processes.
- Provide assistance and support to the Director and Deputy Directors.

The **CCEFP Industry Engagement Committee** is responsible for providing industry perspective to CCEFP, as follows:

- Active participation of a research consortium collaborator representative is highly desired but strictly voluntary.
- Work with the CCEFP Director to identify key pre-competitive research areas of focus.
- Work with the CCEFP Director to identify principal investigators and universities with the expertise and resources needed to address the CCEFP Research Strategy
- Work with the CCEFP Director to design and distribute a call for research project proposals that results in project proposals aligned with the priorities of the CCEFP Research Strategy.
- Review research project proposals and recommend projects to be funded.
- Monitor the progress of funded research project proposals through frequent interaction with principal investigators and students.
- Mentor and coach principal investigators and students to integrate industry perspective as research projects progress.
- Work with the CCEFP Director to determine when to graduate research projects.

PROCEDURE

- The University of Minnesota will appoint an employed, full professor to serve as the CCEFP Director.
- The CCEFP Director will select employed professors to serve as CCEFP Deputy Directors.
- The CCEFP Director will select qualified individuals to serve as support staff to the CCEFP Director.
- The members of the IEC will elect a Vice-chair annually who serves one year as Vice-chair followed by one year as Chair.

FORMS and TEMPLATES USED

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Not applicable.

REFERENCES

- CCEFP Export Control Statement of Commitment (on www.ccefp.org)
- CCEFP Antitrust Policy (on www.ccefp.org)

REVISION CONTROL

Changes to CCEFP Standard Operating Procedures require unanimous approval of the CCEFP IEC and Center Director. If any research collaborator fails to provide a response to the CCEFP within 60 days following the proposed revision notice, then that research collaborator will be deemed to have approved the SOP revision request.

The procedure to propose changes to the SOP is initiated by the CCEFP submitting the proposed changes to all IEC representatives requesting approval. Upon unanimous approval the proposed change will be accepted and posted on CCEFP.org.

Revision No.	Significant Changes	Release Date
0	Initial document release	10-16-2017
1	Amended REVISION CONTROL policy and procedures.	05-25-2018
2	Amended definition of CCEFP Industry Engagement Committee to specify voluntary participation	05-25-2018