



## CCEFP Standard Operating Procedure (SOP)

### SOP 002 - CCEFP Sponsored Research

#### PURPOSE

The purpose of this SOP is to describe the CCEFP processes for sponsored research including updating the Center research strategy, call for proposals, project selection, and progress updates.

#### INTRODUCTION

The CCEFP Director will maintain and update a research strategy that is used to determine priorities for research funding and strategic initiatives. Working with the Industry Engagement Committee (IEC), the Director will issue a call for pre-competitive research proposals. Any U.S. university is eligible to apply. CCEFP projects are typically authorized funding for a 2-year funding period. Regular updates on project progress will be scheduled with CCEFP industry supporters.

#### SCOPE

The process for developing and maintaining the CCEFP Research Strategy, communicating the pre-competitive research needs and project areas derived from the CCEFP Research Strategy, and the criteria and process for selection of project proposals are within scope. Only projects funded by CCEFP are in scope. Other affiliated industry or government agency funded projects are not in scope.

#### DEFINITIONS

**“CCEFP Research Strategy”** is the document that defines the research priorities and associated education programs necessary to achieve the CCEFP’s goals of developing fundamental fluid power knowledge and educating the next generation of scientific and engineering leaders in the field.

**“Research Areas of Focus”** are specific research areas, chosen by the IEC, to which industry sponsors can designate funding support. Sponsors may also specify that their funding be undesignated and therefore available for any research area.

**“CCEFP Call for Proposals (CFP)”** is a request for proposals from academic researchers. The CFP will be widely circulated to potential PIs including those that have not been previously funded by CCEFP.

**“PI”** is an abbreviation for “principal investigator.”

**“Partner University”** is an academic institution that has agreed to the CCEFP terms and conditions for funded research or workforce development projects.

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**“CCEFP Sponsored Project”** is a project that is funded by research consortium collaborator contributions in response to a CCEFP CFP. Additional individual industry contributions to CCEFP-funded sponsored projects such as confidential information, equipment donations, or equipment loans, shall be subject to separate agreements between the awarded PI, the partner university, and the participating company.

### **RESPONSIBILITIES**

- The CCEFP Director is responsible for oversight of the CCEFP Research Strategy and the CCEFP Call for Proposals.
- The Director, or designee, is responsible for administering the overall project selection process.
- The IEC will be responsible for recommending which proposals are funded. The CCEFP Director has final responsibility for determining which projects will be funded.
- The lead PI, or designee, is responsible for reporting progress.
- The CCEFP is responsible for providing an opportunity for constructive feedback from its industry supporters on funded research projects.

### **PROCEDURE**

- After consultation with the CCEFP research community, other fluid power thought leaders, and applicable fluid power roadmaps, the CCEFP Director will make any necessary changes to the CCEFP Research Strategy.
- CCEFP Director communicates changes in the CCEFP Research Strategy to the CCEFP Industry Engagement Committee and works with them to prioritize the areas of research study.
- CCEFP Director, or designee, works with the CCEFP IEC to identify principal investigators and universities with the expertise and resources needed to address the prioritized areas of research study.
- CCEFP Director, or designee, works with the CCEFP IEC to design and distribute a CCEFP CFP to potential PIs.
- PIs respond to the call for proposals by submitting required materials including but not limited to an online submission application, a proposal narrative, budget and budget justification, CV, and a signed Memorandum of Agreement.
- Responses to the CCEFP CFP will be reviewed and ranked by the IEC.
- The CCEFP Director will review the highest recommended projects by research focus and fund based on the availability of allocated resources.
- PIs will be notified of the awards by the CCEFP. The University of Minnesota Sponsored Projects Administration will issue formal agreements.
- PIs or their designees will present regular progress updates during CCEFP events or webinars. The IEC is invited (via survey) to provide feedback or support.

### **RESEARCH RESULTS**

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CCEFP sponsored research is intended to be disseminated to its company members. However, the sponsored university shall provide advanced notice to an industry member (research collaborator) for any publication that the University wishes to publish, which is (i) based on the results of the research sponsored by CCEFP; and (ii) based at least partially on any material created, authored or conceived of by employees of that industry member. The CCEFP shall provide that industry member with the publication at least 60 days prior to public disclosure of the publication to allow for the filing of patent applications or to request that patent applications be filed. The industry member may also request that confidential information they have provided be removed from publication or restated, but the authors have the final decision. If that industry member fails to provide a response to the CCEFP after 60 days, then the industry member will be deemed to have approved the publication.

### **FORMS and TEMPLATES USED**

Industry Feedback Form template example

The screenshot shows a feedback form with the following content:

**16MO1: Free Piston Engine Based Off-Road Vehicles**

PI: James Van de Ven, University of Minnesota.  
This project will investigate the design, control, and testing of a hydraulic free piston engine for off-road vehicles to improve fuel efficiency and reduce emissions.

1. What is your role in responding to this review?

- Faculty Researcher
- Student Researcher
- Industry Project Mentor
- General Industry Reviewer

2. What aspects of this project are of greatest interest to you or your organization?

3. What suggestions do you have to improve or accelerate progress / results

4. If you are an Industry Reviewer and would like to offer specific support to the research team, please provide your name, contact information, and scope of your pledged support (e.g. hardware, software, services, consultation, etc.).

### **REFERENCES**

1. CCEFP Research Strategy (on [www.ccefp.org](http://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

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to all IEC representatives requesting approval. Upon unanimous approval the proposed change will be accepted and posted on CCEFP.org.

<b>Revision No.</b>	<b>Significant Changes</b>	<b>Release Date</b>
0	Initial document release	10-16-2017
1	Added RESEARCH RESULTS section. Amended REVISION CONTROL policy and procedures.	05-25-2018
2	Enhanced the CCEFP Sponsored Project definition.	5-25-2018