

# IE Assessment: Four Column Report

## Administrative/Support Plan - Sample 2

Goals	Assessment Methods	Results	Actions/Use of Results
<p><b>Increase Applications</b> - Increase the number of applications for industry partnerships  <b>Goal Status:</b> Active  <b>Planned Assessment Cycle:</b> 2019 - 2020, 2020 - 2021, 2021 - 2022  <b>Start Date:</b> 05/01/2020</p>	<p><b>Data/Log Tracking and Analysis</b> - The Application Coordinator will maintain a continuously updated log of applications received via the electronic Laserfiche application form. The log will be reviewed at the close of the fiscal year.  <b>* Standard of Success:</b> The office will receive more applications in the current fiscal year as compared to the prior fiscal year.  <b>Notes:</b> 2018 baseline set at 15.</p>	<p><b>Reporting Period:</b> 2019 - 2020  <b>Conclusion:</b> Standard of Success Met            23 applications were received in the current fiscal year, as compared to 18 in 2019 and 15 in 2018. The number of applications has been slowly, but steadily, increasing. (05/05/2020)  <b>Follow Up on Previous Year Action Plan:</b> Over the past year, the office began offering information sessions to explain rules and guidelines for applying for industry partnerships. Attendance at these sessions is increasing, and attendees find the information helpful in educating them about how they can submit an application. Several past attendees were counted among this year's applicants.  <b>Related Documents:</b>  <a href="#">2020 IE Goals Table.docx</a></p>	<p><b>Action/Use of Results:</b> The office will continue offering information sessions and the Application Coordinator will also develop an information guide with step-by-step instructions to be posted on the website. The information guide will be available for Fall 2020. (05/05/2020)</p>
	<p><b>Survey</b> - The office will conduct an annual survey of faculty and staff to assess knowledge of and interest in the application process for patents, partnerships, and research collaborations managed by the office. The survey will be administered by the Director via Qualtrics in February.  <b>* Standard of Success:</b> The percentage of respondents indicating interest in applying for an industry partnership will be 30% or higher.  <b>Notes:</b> Initial 2018 baseline set at</p>	<p><b>Reporting Period:</b> 2019 - 2020  <b>Conclusion:</b> Standard of Success Met            The survey was distributed to 796 faculty and staff. 213 responses were received (27% response rate). 23% of respondents (n = 48) selected "yes" when asked if they were interested in applying for an industry partnership. Of the positive responses received, 19% were from staff and 81% from faculty. Results, although below the desired positive response of 30%, do demonstrate interest in applying for industry partnerships, particularly from faculty. (05/05/2020)  <b>Follow Up on Previous Year Action Plan:</b> Over the past year, the office began offering information sessions to explain rules and guidelines for applying for industry partnerships. Attendance at these sessions is increasing</p>	<p><b>Action/Use of Results:</b> To further raise awareness and interest on campus, the Application Coordinator will work with Marcomm to develop a poster that can be posted across key spots on campus advertising information about this service. Posters will be developed for use in Fall 2020. (05/05/2020)</p>

Goals	Assessment Methods	Results	Actions/Use of Results
	12%.	which may help raise awareness and interest across campus in applying.	
<p><b>Streamline Patent Process -</b> Streamline the internal pre-patent application process to reduce barriers to innovation</p> <p><b>Goal Status:</b> Active</p> <p><b>Planned Assessment Cycle:</b> 2019 - 2020, 2020 - 2021, 2021 - 2022</p> <p><b>Start Date:</b> 05/01/2020</p>	<p><b>Data/Log Tracking and Analysis -</b> A pre-application checklist log will be maintained by the Application Coordinator which details completed steps in the pre-application process. Once completed, patent applications are transferred to the legal office for completion. The log will be updated upon completion of each step per application and reviewed annually at the close of the fiscal year.</p> <p><b>* Standard of Success:</b> 50% or more of applications will be able to complete the expedited process, rather than the non-expedited process.</p>	<p><b>Reporting Period:</b> 2019 - 2020</p> <p><b>Conclusion:</b> Standard of Success Met</p> <p>11 patent applications were processed during the 2020 fiscal year. Of those 11, 6 qualified for the expedited pre-application process, or 55%. The expedited pre-application process requires several fewer steps than the full, non-expedited process and therefore is desirable for streamlining and fast-tracking the process. Because patent applications, once transferred to the legal office, can take anywhere from 6 months to a year to complete, time saved in the pre-application process is key to moving things forward. Better education of potential applicants facilitated our ability to initiate a greater percentage of applications likely to qualify for an expedited process. (05/05/2020)</p> <p><b>Follow Up on Previous Year Action Plan:</b> After failing to meet the standard of success in the prior assessment cycle, the office took steps to better educate prospective applicants prior to initiation of the application process. Applicants were better able to self-select when unlikely to qualify to receive a patent or when steps were needed prior to application to resolve outstanding items necessary for a successful application. Thus, more who did apply were more likely to have sufficient information to qualify for the expedited process.</p> <p><b>Related Documents:</b> <a href="#">2020 IE Goals Table.docx</a></p>	
	<p><b>Data/Log Tracking and Analysis -</b> The Application Coordinator will maintain a log of timeline to completion for pre-patent applications, beginning with initial inquiry and ending with transfer of application to the legal office. The log will be continuously updated and reviewed annually at the close of the fiscal year.</p> <p><b>* Standard of Success:</b> The average time to completion will total 90 days</p>	<p><b>Reporting Period:</b> 2019 - 2020</p> <p><b>Conclusion:</b> Standard of Success Met</p> <p>11 patent applications were processed during the 2020 fiscal year. The average time to completion was 72 days. This is an improvement over last year's average of 91 days. The greater percentage of expedited applications this year likely contributed to the decrease in average completion time as the expedited process can significantly shorten the timeline. (05/05/2020)</p> <p><b>Follow Up on Previous Year Action Plan:</b> After failing to meet the standard of success in the prior assessment cycle, the office took steps to better educate prospective</p>	

Goals	Assessment Methods	Results	Actions/Use of Results
	or less.	<p>applicants prior to initiation of the application process. Applicants were better able to self-select when unlikely to qualify to receive a patent or when steps were needed prior to application to resolve outstanding items necessary for a successful application. Thus, more who did apply were more likely to have sufficient information to qualify for the expedited process.</p> <p><b>Related Documents:</b>  <a href="#">2020 IE Goals Table.docx</a></p>	

<p><b>Raise Funds</b> - Funds raised from intellectual property licensing will increase by 5% annually  <b>Goal Status:</b> Active  <b>Planned Assessment Cycle:</b> 2019 - 2020, 2020 - 2021, 2021 - 2022  <b>Start Date:</b> 05/01/2020</p>	<p><b>Data/Log Tracking and Analysis -</b>  The Director will track funds raised through intellectual property licensing and report these annually to the Vice President at the close of the fiscal year. A record will be maintained in the Office of Intellectual Property Management and in the Budget Office. Funds raised will be logged in total and per project.  <b>* Standard of Success:</b> The total funds raised from intellectual property licensing will increase by 5% over the prior fiscal year.</p>	<p><b>Reporting Period:</b> 2019 - 2020  <b>Conclusion:</b> Standard of Success Not Met  For fiscal year 2020, a total of \$1,155,244 was raised through licensing fees associated with university intellectual property. This represents a 3% increase from the prior year. We did not achieve our growth target for the current year. Possible contributing factors include the relatively low base rate for the licensing fees currently in place, as compared to the prior year. Some of our higher rate contracts were discontinued this year and new contracts initiated have often been at lower rates. (05/05/2020)  <b>Follow Up on Previous Year Action Plan:</b> N/A  <b>Related Documents:</b>  <a href="#">2020 Funds Raised Graph.docx</a></p>	<p><b>Action/Use of Results:</b> The Director will form a work group with the VP, business office, and legal counsel to conduct market research into comparable licensing fees and establish or update our pricing structures as needed. The working group will conduct this research over fall 2020 and prepare recommendations for implementation beginning with contracts initiated in January 2021 and beyond. (05/05/2020)</p>
---	--	--	---