Guidelines for CAMTech Industry Advisory Board Members:
Supplemental to CAMTech Operating Procedures

Industry Advisory Board members play a central role in the center’s strategic direction and research focus by leading the selection and evaluation of research projects. IAB participation is key to a successful partnership. Responsibilities of IAB membership include:

1. Representing your organization at semi-annual IAB meetings
2. Communicating information from the center within your organization as appropriate (e.g. research reports, member retention materials, membership invoices)

Participate in project selection

The primary responsibility of the IAB is to guide the Center’s research agenda by participating in a structured project selection process. Because the center reviews and selects new projects each year, the project selection process follows the annual cycle described below.

PROJECT SELECTION TIMELINE

SPRING IAB MEETING (May)

3. Provide ideas of particular interest for the spring CAMTech Request for Proposals (Spring IAB meeting)
4. Provide feedback and evaluate RESEARCH PROGRESS after each oral presentation on Day 2
5. Serve as primary reviewer for LIFE Form Review and Discussion on Day 3 (see Primary Reviewer Role below)

SUMMER

Screen preproposals: IAB members receive preproposals in June / July. To facilitate selection of preproposals to go forward to the full proposal stage, IAB members are asked to complete an online Qualtrics survey. Responses are collated for review prior to an IAB teleconference (August) for discussion and selection of top ranked pre-proposals. The key questions for feedback are as follows:

- Is the science of the proposal robust? (Yes, Yes with Changes, No, Abstain)
- Is the proposal of potential commercial value to your organization? (Yes/Maybe/No)
• Do you foresee any potential impediments to commercializing the results of this research (e.g. not pre-competitive, too close to IP, competitive issues, profitability, social image, etc.)? 
  Yes/ Maybe/ No
• What is your overall level of interest in this proposal? (1= not interested, 5= very interested)

Teleconference (August): IAB members should be prepared to make a case for their favorite project/s during this teleconference. The IAB ensures that projects selected cover the needs of all members and agree upon the final list for full proposals.

FALL IAB MEETING (November)

6. Provide feedback on research progress for ongoing projects presented as posters during the reception on Day 1
7. Provide LIFE Form feedback and evaluate PROPOSALS after each oral presentation on Day 2
8. Serve as primary reviewer for LIFE Form Review and Discussion on Day 3 (see below)
9. Vote on selection of projects to be funded; 1 vote per $1,000 in membership (Day 3)
10. Assign mentors from your organization for projects of particular interest

Primary Reviewer Role: At each IAB meeting, specific IAB members will be asked to serve as “primary reviewer” for a given research update (spring), proposal (fall), or poster (fall). Primary reviewers are selected / volunteer according to project interests.

Following oral presentations of research updates or proposals, IAB members provide feedback via an online Level of Interest and Feedback Evaluation (LIFE) form (see below). The responses of all members are collated and can be viewed at the LIFE form site in real time. As “primary reviewer” your role is to select the most important points (e.g. actionable suggestions, questions) from comments submitted by IAB members for discussion with the researchers during the LIFE Form Review and Discussion on Day 3 of the IAB meeting. These discussions can be pivotal for project selection decisions.

Posters: Serving as primary reviewer for poster presentations at fall meetings requires discussion with the presenter of research progress during the poster session at the reception on Day 1 of the IAB meeting.

LIFE Forms: LIFE forms can be accessed at this site: iucrc.com

Select the CAMTech meeting listed, and enter the password provided at the IAB meeting. You will be provided with a few minutes after each presentation and discussion to complete the LIFE form for that project. Note that once submitted, it is not possible to edit the entry. However, there is an option to add additional comments if needed. Simply select “I've already rated - providing additional comments” from the rating scale and then enter your comments in the space provided.

Remaining Phase II CAMTech IAB meetings

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