Technology Transfer Requirements

Technology transfer is a natural and expected portion of UTCA projects. Principal Investigators are encouraged to use multiple means of providing the results of their projects to users in the transportation community.

Final Reports


Articles and Presentations

Principal investigators are encouraged to prepare articles for peer-reviewed publications and to give presentations before suitable technical and professional societies. The PI's success in presenting and publishing UTCA project results is a consideration for award of future UTCA project funds.

Each presentation or article should provide an acknowledgement of UTCA support for the project. Examples of such support include:

- The UTCA logo should be used during the presentation, either on the title slide or in other appropriate locations,
- The PI (or author) should use a statement of acknowledgement such as, "The University Transportation Center for Alabama provided encouragement and funding for this study," and
- Authors are encouraged to use a short verbal or written description of UTCA in the presentation or publication, such as the lead paragraph in the "About UTCA" portion of this website.

Short Courses

Seminars, workshops, and short courses are excellent means to disseminate the results of UTCA projects. They may be conducted in conjunction with the continuing studies units at UA, UAB, and UAH, or as stand-alone efforts. When these efforts are prepared or conducted under UTCA sponsorship, faculty members must follow certain guidelines:

- At the conclusion of the project, the materials are the property of UTCA, and are under the control of the UTCA Executive Committee. Principle Investigators are free to use the materials in future training, provided that they inform the Executive Committee and that they acknowledge UTCA in such training.
- Flyers, brochures and other announcement materials should list UTCA as the sponsor or primary cosponsor of the seminar.
- The UTCA logo and address should be featured prominently in all announcements, student materials, and visual aids.
• If the seminar/short course is held on campus, invite the local UTCA Associate Director to make opening remarks and welcome the participants.

• A display board should be used in the training room to feature the UTCA logo and address, and UTCA brochures should be available at or near the display. The UTCA headquarters has such a display board that may be borrowed for the seminar session.

• During the initial portion of the session, the PI should provide a verbal acknowledgement of the role of UTCA in sponsoring the session.

• Following the presentation, the participants should be asked to evaluate the training session and the instructors. The evaluation instrument may be the standard evaluation sheet of the UA, UAB, or UAH continuing studies group, or it may be the UTCA evaluation form.

• After the training session, the PI must submit a course-end report to UTCA headquarters. The report should include, but is not limited to, the following items:
  o Course announcement/brochure,
  o Attendance list, with names, addresses, and telephone numbers,
  o Date, time, and location of the courses offering(s),
  o Copy of the agenda,
  o Copy of the course notes,
  o Copy of visual aids (slides, PowerPoint on a CD, etc.),
  o Copy of the evaluation form and a tabulation of the results,
  o Other pertinent materials,
  o A financial summary of all sources of income, amount of registration fee, total collected from participants, itemized costs, and balance of income less expenses, and
  o A short written summary of successes and lessons learned.

• A condition for conducting UTCA seminars, short courses, etc., sponsored by UTCA, is that UTCA must participate in the "profits" of such sessions.

• As with other UTCA projects, technology transfer projects must end in a peer-reviewed final report. The material contained in the course-end report forms the basis for the final report.

Newsletters and Special Publications

The UTCA Executive Committee welcomes short articles and announcements for these publications and solicits names and addresses to add to the mailing list for these publications.
Websites

Interested faculty and staff members are encouraged to submit items for this website, especially those dealing with student activities, seminars, and similar activities.

Links to appropriate organizations are encouraged, and development of supplementary websites is encouraged.