

CII Funded Studies Committee Charter (DRAFT)

Purpose and Objective

Plan and administer research that:

- Creates and drives value to the businesses of CII member organizations
- While maintaining rigorous research standards, ensuring consistency of projects initiated across different committees, and promoting the integration of CII members and academia

The primary objective of the FSC is to deliver valuable, innovative research findings (but not necessarily tools).

Scope

The table below represents the FSC scope of work with respect to the overarching research process – FSC responsibilities are presented in bold and grayed items are outside the FSC scope of work. Overarching research projects can be basic, applied, or development as defined in Appendix A.

Table 1. FSC Scope (process steps)

1	Identify and define research programs
2	Vote and Prioritize programs (BOA)
3	Identify innovative questions and ideas and develop topics for ongoing programs
4	Select topics for funding
5	Define Principal Investigators' (PIs) Selection Approach
6	Select PIs (Pre-qualification, RFQ, RFP)
7	Form Teams
8	Kickoff Teams
9	Evaluate Progress
10	Support Presentations of Overarching Teams
11	Support Publication Review (QA/QC)
12	Close out (CII Staff)

Interface with non-overarching Research (Technology Committee and Sector research)

The FSC supports the research projects sponsored by other committees (sectors and Technology Committee) with the goal of providing administrative consistency. Once a committee selects a research topic, the FSC supports the research process as indicated in the table below.

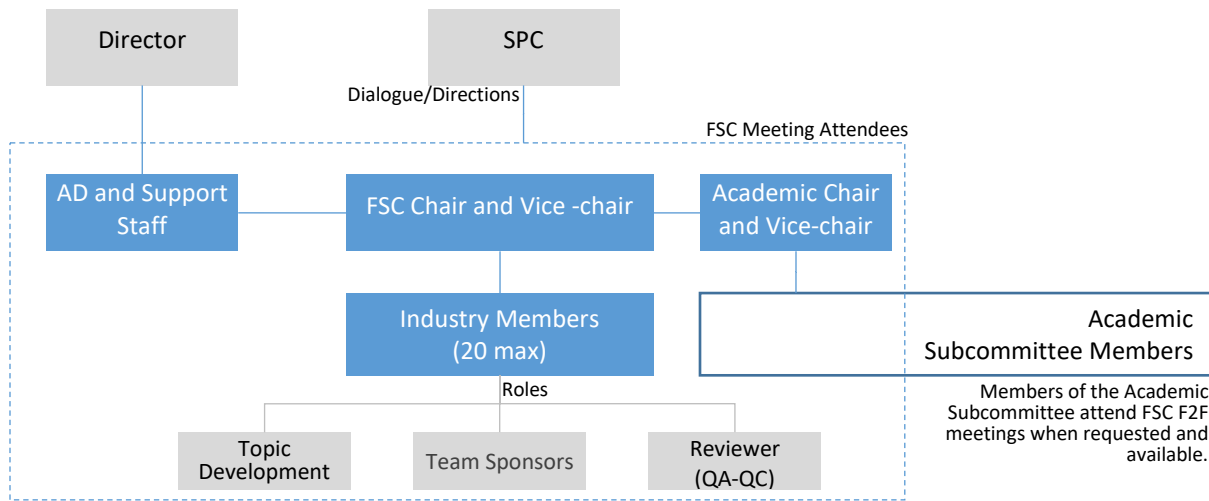
Table 2. FSC Interface with non-overarching Research

1	Identify Topics	Sector responsibility: identify a topic and authorize project
2	Develop Topics	FSC suggests connections to ongoing programs or other projects to be developed by other sectors or Technology Committee
3	Define PI Selection Approach	FSC recommends a delivery approach and other sponsoring committee selects the approach.
4	Select PIs (Pre-qualification, RFQ, RFP)	The FSC (more specifically, the Academic Subcommittee members) selects the PIs in case of a RFQ, recommends a proposal in the case of an RFP, and recommends a PI in the case of a sole source project. CII staff manages the RFQ/RFP.
5	Form Teams	Sector/TC responsibility: recruit members from the committee roster
6	Kickoff Teams	The FSC provides a template for the meeting kickoff. CII staff will provide a proposed timeline, budget template, expectations for interim reports, final presentations, and deliverables for the kickoff meetings and the sponsoring committee manages the kickoff meeting.
7	Evaluate Progress	Sector/TC responsibility: assign a sponsor to attend progress updates and provide feedback to the sector and team CII staff review progress updates looking at the methodology and overall progress.

8	Support Presentations	Sector/TC responsibility: assign sponsor to attend rehearsals and provide feedback to the team CII staff schedules, participates and evaluates the presentations up until the dress rehearsal (note that sponsoring committee and conference committee may also evaluate the presentation)
9	Support Publication Review	Sector/TC responsibility: assign sponsor to review publications and tools CII staff reviews and edits the final deliverable (proof of concept tools, summary reports, dissemination publication (Knowledge Base).
10	Close out	CII Staff responsibility

Organization and Roles

The figure below summarizes the key functions in the FSC (in blue) and their relation to the Strategic Planning Committee (SPC), which has oversight of the FSC activities. The FSC organization should have a balance regarding the number of owners and contractors.



Roles

The table below summarizes the FSC roles, including the functions of subcommittees.

Table 3. FSC Roles

Associate Director (AD)	<ul style="list-style-type: none"> Administers research funded by CII (versus executed internally at CII) Coordinates the allocation of funding for research Ensures academic rigor in collaboration with Academic Subcommittee Oversees RTs progress in collaboration with sponsors Ensures that universities are properly represented and maintains relationship with UT Maintains alliances with related institution (for instance Charles Pankow Foundation and LCI) Maintain a view of all research ideas across CII committee (Clearinghouse)
FSC Chair	<ul style="list-style-type: none"> Schedules dates and location of FSC meeting in consultation with AD Ensures that meetings follow FSC charter Establishes agenda for meetings while ensuring that sufficient time is allocated for topics Officiates and conduct meetings Provides leadership and ensures that FSC members are aware of their obligations and comply with its responsibilities Ensures that discussions are productive and professional Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting Delegates responsibilities to FSC members Reports the work of the FSC to the SPC

	<ul style="list-style-type: none"> Term: 2 years (with option to extend)
FSC Vice-chair	<ul style="list-style-type: none"> Assumes the role and responsibilities for the chair in their absence Transitions into chair role at subsequent vacancy Provides support to the Chair regarding specific tasks when requested Term: 2 years (with option to extend)
Academic Advisor	<ul style="list-style-type: none"> Oversees the academic subcommittee with the goal of providing academic expertise to the FSC including: <ul style="list-style-type: none"> PI pre-qualifications and support the selection of PIs via qualifications or proposals Reviews the methodology of RTs funded by CII starting at proposals and through interim reports Reviews research methodologies and offer suggestion where needed, Serves as a liaison to the broader academic community.
FSC Member	<ul style="list-style-type: none"> Attends FSC meetings and participates with candor and transparency <p>Other Specific roles:</p> <ul style="list-style-type: none"> Research Teams Sponsor (attend kickoff meeting and progress updates, provide feedback to the FSC, review final deliverables and advise CII staff on the quality of the deliverables). May also act as the QA/QC person for the team being sponsored. Members are expected to sponsor at most one project at a time. Reviewer (QA/QC): review publications and tools for clarity and functionality at the end of the project (2-3 reviewers per project, including sponsor). Members should expect to review and comment on at least one CII publication per year.
Academic Subcommittee Chair	<ul style="list-style-type: none"> Provides recommendations for academics in other CII committees in coordination with the subcommittee Supports the committee with respect to methodological issues across CII research Works with the academic subcommittee members to provide academic sponsors for the ongoing research teams
Academic Subcommittee Vice-chair	<ul style="list-style-type: none"> Assumes the role and responsibilities for the chair in their absence Transitions into Academic Subcommittee chair role at subsequent vacancy Provides support to the Chair regarding specific tasks when requested
Academic Subcommittee Member	<ul style="list-style-type: none"> Attends Funded Studies meetings as requested (the goal is to have 2-3 academics in any given FSC meeting) Provide advice on specific methodological issues raised by the FSC <p>Other Specific Roles:</p> <ul style="list-style-type: none"> Research Team Academic sponsor: attends research team progress updates and provides advice on the soundness of the research methodology Liaison to the SLC: promotes healthy collaboration and alignment between FSC and SLC. This means promoting alignment on the way the sectors conduct research hand the FSC process – making sure that sector adopt the same academic rigor.

Performance Measurement

The following metrics are considered when evaluating the performance of the FSC and should be updated annually:

Metric	Criteria
Research project carry-forward in a given year	The goal is to have zero carry forward
Funds allocated for new research projects	Expect increasing levels as CII membership grow or as external funds are brought in
FSC meeting average attendance	Expected 75% meeting attendance
RT meeting average attendance	Expected 75% meeting attendance
Sponsor attendance rate in progress updates/kickoffs	Expected one sponsor every progress update

Appendix A: Different option for project delivery (add example of topics)

Research type	Procurement method	Duration	Cost to CII	Team	Stakeholders
basic research	wide open call for leveraged proposals focused on SPC and OS2 themes	2-3 years	100-300K depending on amount and type (cash vs in-kind) of leveraging	multi-disciplinary, joint academic, CII industry member, and leveraging partner(s)	CII members, leveraging partner(s), industry, academic community, and public
applied research	invited call for leveraged proposals focused on FSC developed essential question and RTS emerging from SPC and OS2 themes	2 years, assuming we want them validated	100-300K depending on amount and type (cash vs in-kind) of leveraging	multi-disciplinary joint academic, CII industry member, and leveraging partner(s)	CII members, leveraging partner(s), industry, academic community
innovation competition	open call for creative and breakthrough solutions to well defined problem that is urgent	1 year or less for whole cycle of open call, receipt of submissions, evaluation of submissions, etc	25-50K for a reasonable award amount and travel support for short-listed teams to present at CII event	could be college students, industry members, vendors, academics, and mixes of above	CII members
scanning project	negotiated contract with trusted provider for "business-intelligence and landscape report" on emerging product, service and/or consulting area (e.g. 3D scanning for progress tracking, quality control, as-built modeling, fabrication automation, etc.) that is facilitating competitive advantages	2-8 months	20-80K	provider prerogative	CII members