

## Operating Policies Regarding New York State Projects

### Roles and Responsibilities of Partners in New York State Projects

All partners have important roles in the Center's program. The roles and responsibilities of project partners are briefly outlined below.

#### State and local government and nonprofit agencies

- Propose projects either independently or in response to calls for proposals.
- Provide baseline costs and other data to support project selection and evaluation processes.
- Support projects with contributions of staff and other resources.
- Take an active role in project operations and management, including participation in the development of project work plans, reports, and demonstrations.
- Recommend programs or policies that enhance the participation of public sector organizations in the Center.

#### Corporate contributors

- Suggest potential project topics and respond to specific project proposals.
- Donate or loan technology to the Center's infrastructure or to support specific projects.
- Provide for training and technical assistance appropriate to the products loaned or donated.
- Donate technical, management, or consulting services to the Center or to specific projects.
- Participate in the development of project work plans and reports and serve as members of a project team.
- Recommend programs or policies that enhance corporate participation in the Center.

#### University faculty

- Suggest potential project topics and respond to specific project proposals.
- Design, conduct, or advise on project research and evaluation activities.
- Recommend and supervise graduate students who work on research and evaluation activities.
- Participate in the development of project work plans, articles, and reports.
- Work actively as members of a project team.
- Recommend programs or policies that enhance academic participation in the Center.

#### NYS Forum for Information Resource Management

- Maintain a Standing Committee on CTG Operations, which advises the Center on questions related to project proposals, participants, or processes as they relate to state and local government needs and operations.
- Co-sponsor informational and education programs to disseminate project results.

#### The Center

- Manage the project solicitation and selection processes.
- Provide project coordination and administrative services to support each project.
- Recruit faculty and students to Center projects. Help agencies build working relationships with faculty that will result in effective project teams.
- Invite corporate responses to project proposals, arrange for briefings and other information for interested firms, and select firms to participate in projects.
- Organize project teams to include agency staff, faculty and students, Center staff, and corporate partners.
- Provide a technical environment for project prototypes, including computing platforms, networks, and software tools.
- Provide working space and laboratory infrastructure for projects.
- Evaluate and document project results and produce and disseminate project reports, briefings, and demonstrations.