



Maestría en Gestión e Innovación Tecnológica

Title

**Standardizing the transfer of knowledge
process at Universidad Politécnica de Puebla**

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1. Introduction

The office of knowledge transfer of UPPue in its strategic development plan identifies the need to work on strengthening and support through the CONACyT certification, in order to ensure standardization of the services offered and facilitate their use by professors and researchers.

This research focuses on the analysis of the operation of the knowledge transferring office (KTO) at UPPue and standardization of the process of transferring knowledge and procedures that comprise: licensing, consulting, *spin off / spin out* and establishment of policy conflict of interest according to the item three, four and five of the certification guide for transfer offices (Fondo Sectorial de Innovación Secretaría de Economía-CONACyT).

2. Objectives

2.1. General objective

Standardizing the process for knowledge transferring at the Universidad Politécnica de Puebla, in accordance with the applicable regulations.

2.2. Specific objective

Use standards for knowledge transferring to standardize the operation of the knowledge transfer office at UPPue by documenting procedures such as consulting, licensing, *spin off* and *spin out*.

3. Method

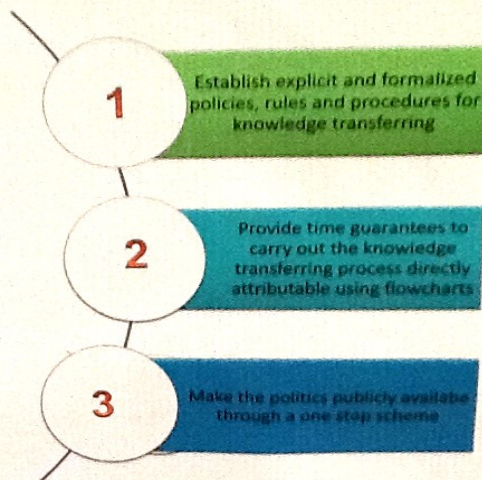


Figure 1. Method implemented by the KTO according to FINNOVA 2003 certification guide

The standardization of knowledge transferring process is plotted in Figure 2. This is oriented to enable users to query specific procedures.

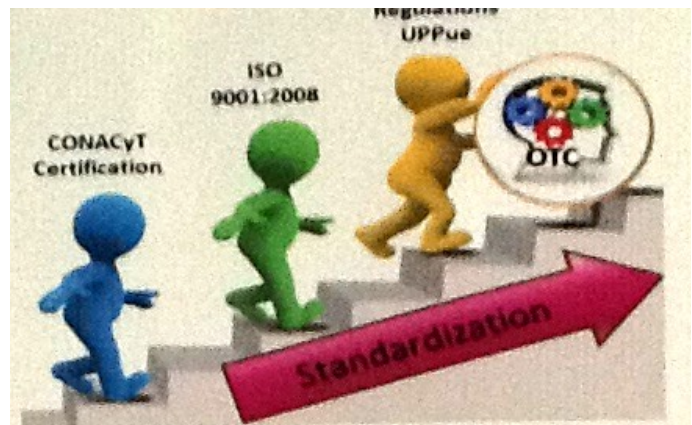


Figure 2. Standardizing the knowledge transferring process in the KTO.

The knowledge transferring process is composed by three key services: licensing, consulting, *spin off / spin out*, as shown in Figure 3.

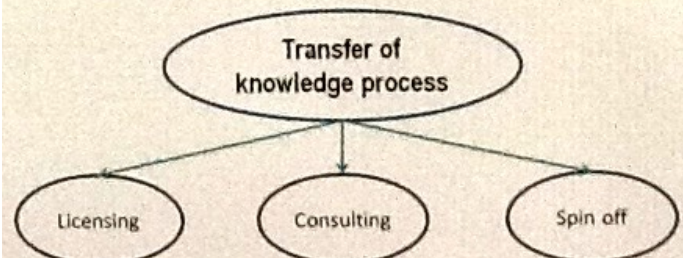


Figure 3. Key services offered by the KTO

FINNOVA certification requirements are the following:

1. Generation or link to innovation
2. One-stop scheme
3. Standardized policy for knowledge management
4. Policy of conflicts of interest
5. Standardized templates for knowledge transferring
6. Policy of evaluation and monitored performance
7. Mandatory implementation of policies and procedures
8. Business plan

The certification will allow any KTO the opportunity to participate in two modes (CONACyT Fondo y apoyos sectoriales):

Mode A.

Services for innovation.

Financing of up to 70% of the costs of consulting services for the purpose of a product, process or service.

Maximum amount up to \$ 300,000.00 may be up to three bonuses and if destine them to a single consultancy

Mode B. Knowledge transfer mode.

Support for projects that advance the commercialization process, pilot testing, and transfer technology packages.

Financing of up to 80% of the cost.

Maximum amount of up to \$ 3'000,000.00, the KTO might submit up to three different projects.

4. Results

Through various meetings, a multidisciplinary team analyzes the process of transferring existing knowledge and make adjustments and contributions according to the professional experiences making them own administrative considerations of the operation of the KTO at UPPue as the establishment of an evaluation committee to ensure the viability and relevance of the services requested through the one-stop scheme.

An important feature of standardizing is that this considers the alignment to legislation such as quality certification, acquisition law and the university powers established in its creation decree. At present, the standardized transfer of knowledge process and consulting, licensing and *spin off / spin out* procedures. However, it is necessary to take into account possible adaptations due to the conditions and needs of researches and research itself, as well as the external market that allows a significant improvement and development of new procedures. Some description and flowcharts are identified as future work, as well as the preliminary results of a opinion poll that was applied to a sample of 33% of teachers that works at UPPue.

5. Conclusion

As a first stage for standardizing the knowledge transferring process, it is worth to notice some simplicity of this process addresses that takes into account the organizational structure; we expect a closer relationship with researchers and customers of a external market as well as the monitored operation of this process to support a kind of effectiveness into faculty as first users.

6. References

- Fondo Sectorial de Innovación Secretaría de Economía-CONACyT, Guía para la certificación de una oficina de transferencia de conocimiento, pdf.
- www.conacyt.gob.mx/FondosyApoyos/Sectoriales/DesarrolloTecnologicoInnovacion/PEI/Paginas/default.aspx
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