# Administration of Large and Small Technology Transfer Offices

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The objective of this chapter is to discuss the differences, and similarities, encountered in setting up and administering a small technology transfer office vs. a large one. For the purposes of this chapter, we will consider small offices to have less than three full-time employees (FTEs) devoted to licensing and less than a total of five FTEs including support staff.

In discussing these two types of offices, we will consider the inputs (such as mission, objectives, budget, research, and tools) required for managing the offices, along with aspects of how to organize the offices. In addition, we will consider expected outputs (such as revenues, service, and economic development) and how they impact the organization.

## It's About the Mission

Naturally, the size of the office is almost exclusively based on the budget. Generally, the size of the technology transfer office correlates with the research base or overall faculty size of a university. The more you have to work with, the larger your office is going to be.

However, an office setup should not be based solely on this relationship. The way an office is funded and subsequently budgeted should be firmly founded on the mission and overall objective of the university. Universities that recognize the transfer of knowledge in their overall mission statements have elevated the role of technology transfer in their objectives and often provide a higher level of support, both budgetary and administratively.