

# Data Management

*Connie Cleary and Mike Bohlmann*

*Connie Cleary is the associate director at the Office of Technology Management for the Chicago campus of the University of Illinois. Mike Bohlmann is the manager of information systems for the Offices of Technology Management on both the Chicago and Urbana-Champaign campuses of the University of Illinois.*

## Introduction

How do you store, track, and retrieve all the information that comes into and goes out of a technology transfer office? What information is critical to the proper functioning of the office and the business operation? What information should you store and track, and what information is a noncritical piece to the operation of the office? What technology transfer processes are managed by the system? These are some of the questions you will be asking yourself as you embark on your journey to find the best data management system to fit your particular needs.

This chapter looks at the process and examines what is needed to have the most accurate and timely information available to the staff in a technology transfer operation so that they can make intelligent decisions.

Finally, no matter how small or large an office, best practices should be maintained for all. It is a must to define realistic, attainable goals for the office and then prioritize those goals. The focus of this chapter will be to provide guidelines for good data management for technology transfer offices.