



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI
OFFICE OF THE VICE-CHANCELLOR
CENTRE FOR GRANTS, RESEARCH AND INNOVATION (CeGRI)

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OUR REF. CeGRI/101 SF. 4/2025

MEMORANDUM

FROM : HEAD, CeGRI 

TO : DR. JOHN ANNAN, ASSISTANT REGISTRAR, CEGRI

DATE : MARCH 3, 2025

SUBJECT : EXTRA RESPONSIBILITIES – TECHNOLOGY TRANSFER AND COMMERCIALIZATION

You are assigned additional responsibilities as the interim Technology Transfer Officer in the Centre for Grants, Research and Innovation (CeGRI) pending the appointment of a substantive Technology Transfer Officer, which will be made possible with new clearance from the regulators of tertiary education. Your duties will be as follows.

- Ensure compliance with university IP provisions.
- Keep a register of all patents and manage the University's patent portfolio.
- Annually report all IP matters to the Head of CeGRI.
- Work with academic units to create and manage industry connections for IP development and commercialization.
- Work with offices to raise awareness on IP, tech transfer, and commercialization.
- Review all IP, technology transfer, and commercialization contracts.
- Ensure the protection and preservation of university intellectual property.
- Identify any conflicts of interest and take steps to address them.
- Promote university research and innovations to generate resources for further research and IP development.
- Regularly gather feedback from commercial users of University Intellectual Property.
- Coordinate the receipt, collation, documentation, and evaluation of intellectual property disclosures within the university.
- Assist with IP protection, application, and licensing.
- Contract and license negotiation, management, and revenue distribution.

I hope you will bring your dedication, enthusiasm, hard work and competence to the role.

Thank you.