



2025 FLC Facilitate Guidebook

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SECTION 1: INTRODUCTION

Why should I volunteer for the Federal Lab Consortium (FLC)? The FLC is a network of more than 300 labs, agencies, and research centers that fosters commercialization best practice strategies and opportunities for accelerating federal technologies out of the labs and into the marketplace. The FLC represents a collective strength of more than \$150 billion invested annually in R&D by the federal government. Why not let the FLC help you build those partnership opportunities that best suit your needs right at your laboratory and in your local area? You, as a federal employee, are a member of the FLC and can greatly leverage the FLC's vast resources. The FLC will help you organize an event, promote a technology challenge, co-host a booth in your local area, post jobs for your agency, or share a success story. Let the FLC be the extra staff needed to help you make the most of your position within your lab.

SECTION 2: STRUCTURE

FLC [Executive Board](#)

A major component of the FLC Executive Board (EB) consists of Regional Coordinators for the six FLC Regions. The roles and responsibilities of all EB members are described in the [Executive Board Guidebook](#).

FLC [Regions](#)

The FLC is comprised of six geographical regions that are essential to achieving the FLC's [mission](#) to increase the impact of federal technology transfer. Explore the FLC [Region, State, and Federal Funding maps](#).

- Far West: AK, AZ, CA, HI, ID, NV, OR, WA
- Mid-Atlantic: DE, MD, PA, VA, WV, DC
- Mid-Continent: AR, CO, IA, KS, MO, MN, NM, NE, ND, OK, SD, TX, UT, WY
- Midwest: IL, IN, MI, MN, OH, WI
- Northeast: CN, ME, MA, NH, NJ, NY, PR, RI, VT
- Southeast: AL, FL, GA, KY, LA, MS, NC, SC

Host Agency – National Institute of Standards and Technology (NIST)

The Department of Commerce National Institute of Standards and Technology (NIST) serves as the Host Agency for FLC and provides a representative to the EB as an advisory member. The FLC was created under Title 15 of the United States Code, which relates to Commerce. Costs incurred towards any administrative support provided by NIST are reimbursed by the FLC.

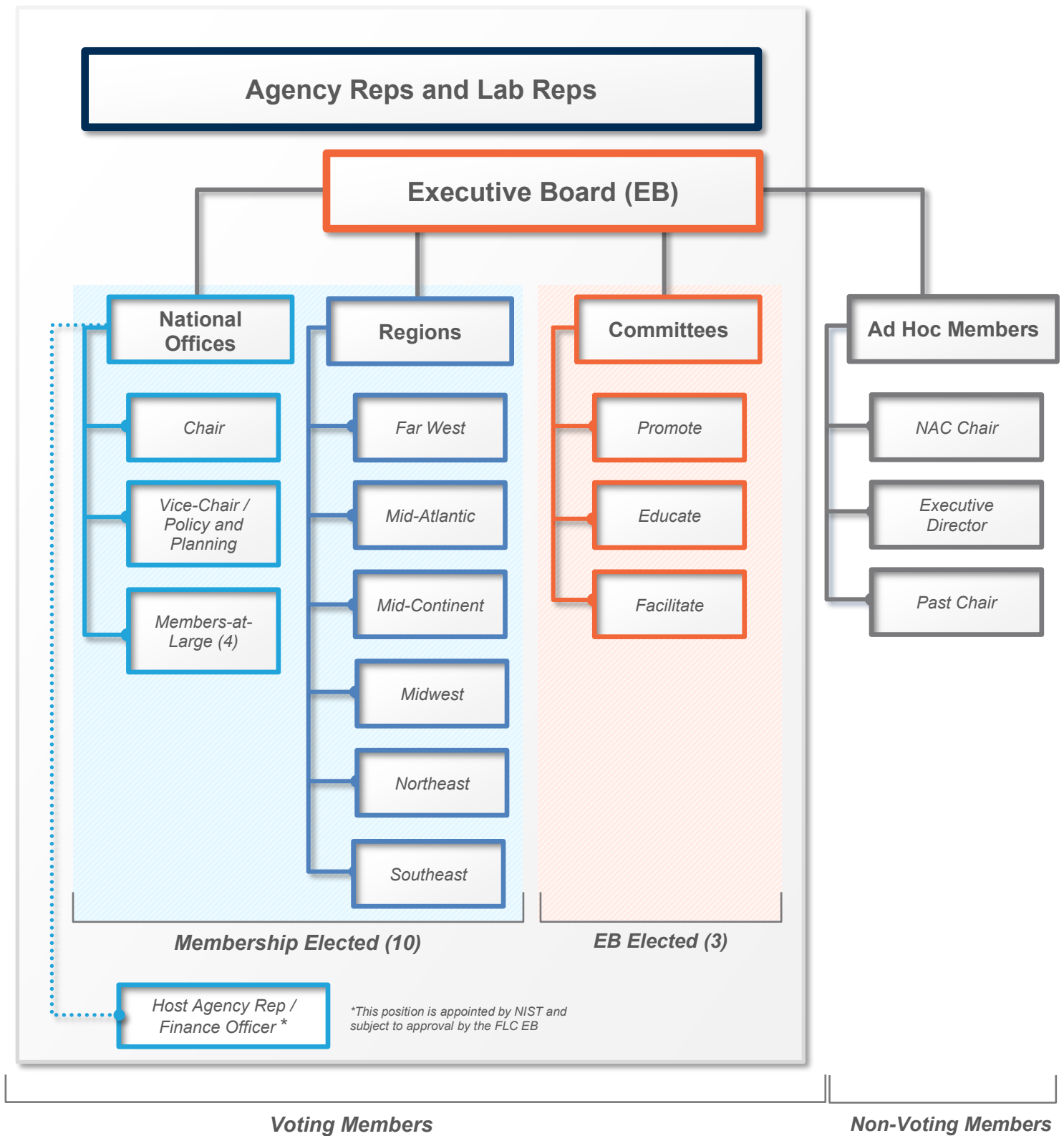
FLC's Cooperative Agreement Partner (CAP) - Associate of University Technology Managers (AUTM)

Implementation is currently through a Cooperative Agreement with AUTM. The Cooperative Agreement is a broad and flexible way to conduct business. The EB will generally provide strategic direction to the Cooperative Agreement Partner (CAP) for implementation of the program as approved in the budget and charter. The high-quality CAP will strive to work with the Committees and Regions to effectively implement a high-quality FLC program.

FLC Organization Members/Contacts:

- [Executive Board](#)
- [Regional Contacts](#)
- [Committees](#)
- [Agency Representatives](#)
- [National Advisory Council](#)
- [Cooperative Partner \(FLC\) Staff](#)

FLC Organization Chart



SECTION 3: FACILITATE PROGRAM

The Facilitate Committee is all about making connections between federal labs and the partners that can help move federal technologies out of the lab and into the market. Its mission is to proactively engage and leverage partnerships that connect relevant private sector partners with individual federal laboratories to increase measurable outcomes. The Facilitate Committee members play a key role in achieving the goals and objectives of the [FLC's Strategic Plan](#).

Role

- Regional Coordinators are members of the EB.
 - Serve as voting members.
 - Attend quarterly EB meeting (in-person preferred, generally, but not always, planned for the third week of the month, and normally two days)
- Act as FLC representative to member labs in the corresponding regions.
- Attend business meetings set up by FLC staff as follows:
 - Bi-monthly Facilitate Committee meetings to share best practices (virtual, 30-60 minutes)
 - FLC National Meeting (in-person preferred, generally, but not always)
 - Other ad hoc and event planning meetings are held as needed (virtual, 30-60 minutes)
- Identify potential partners (see <https://federallabs.org/partners>).
- Recommend technology focus areas or a federal facility of interest to be highlighted on the Website and in the FLC Digest. Technology areas may focus on the Office of Management and Budget, Office of Science and Technology Policy, Administration priority areas, key national issues, or highlight testing facilities. Tech Focus areas may include: disaster preparedness, quantum, AI, communications, microelectronics, biotech, robotics, and space.
- Increase lab and industry engagement activities through participating, presenting, and/or sponsoring at various [virtual and in-person events](#).
 - Regional Ecosystem: In-person events based in a specific region that bring together stakeholders within the area to promote a local ecosystem.
 - Technology Focused: In-person or virtual conferences/meetings/showcases focused on a specific technology category.
 - Federal Agency: In-person meetings/events that bring together federal laboratories (member labs) from the same agency.
 - National Business Development: In-person or virtual conferences/meetings/showcases that focus on business development.
 - Lab Showcase: Online FLC-sponsored lab video or lab presentation to promote and highlight a particular lab or facility. Typically 20 to 60 minutes.
 - Member Connect: Online science and technology-related topics, regional ecosystem, or business development of interest to federal labs. T2 professional

topics will be in the Educate Webinar Series. These will normally be FLC partners, and they are typically held on the first Wednesday of each month at 2 – 2:30 p.m. ET.

- Complete after-action report for in-person events

Events Planning and Coordinating

- Once the committee has prioritized events, the FLC staff will coordinate with the appropriate committee member(s) and event contractor to ensure that details and timelines are met. Events are posted on the [Calendar of Events](#) and updated as needed.
- Throughout the year, it is acceptable to request to participate in various events across the country. An email communication or phone call to the FLC staff is acceptable, and normally, the additional events can be managed and accommodated.
- Travel for Executive Board members to travel to events can be accommodated via invitational travel through NIST.

SECTION 4: FINANCES AND SPENDING MONEY

Since NIST is the host agency and is responsible for administering FLC funds, disbursements must be made according to [NIST policies](#).

FLC Budget

Annually, the Facilitate Committee meets to plan out the following year's events, based on the Facilitate Strategic Plan, current year events, and after-action reports. The Facilitate Committee is responsible for approving the events and drafting a budget. All expenses must be budgeted and approved by the Executive Board.

Funds Allocation

Cooperative Agreement	<ul style="list-style-type: none">• Most funds (\$3.2M) are under the Cooperative Agreement for Committee actions.
Invitational Travel	<ul style="list-style-type: none">• NIST can book travel for EB members, others.• Email Host Agency Rep to request.
NIST Credit Card Purchases	<ul style="list-style-type: none">• Expenses under \$10,000• Email Host Agency Rep to request.
MOU's	<ul style="list-style-type: none">• NIST can transfer to an agency. (Example: FLEX program)• Email Host Agency Rep to request.

SECTION 5: RESOURCES

[FLC Bylaws](#)

[FLC Strategic Plan](#)

[FLC Executive Board Guidebook](#)