

Scope Of Work: Roles and Responsibilities of SURA Bioenergy Fellow*
DRAFT 28-Nov-07

- Task 1** **Identify existing bioenergy programs and create concise database thereof**
Activities Work with existing network of SURA and Southern state contacts to generate a database and/or inventory of major existing and planned bioenergy programs relevant to SURA’s Southern Bioenergy Initiative (SBI). These include national programs and those at SURA member universities. Complete an initial expertise inventory of SURA member universities relevant to bioenergy programs (Most likely these data already exist in various formats and would simply need to be compiled for our use.)
- Deliverables One month into engagement: First draft of database available online
Ongoing: Expand database and keep current.
- Task 2** **Create a comprehensive Strategic and Tactical Plan for the SBI**
Activities Engage colleagues from SURA member and other universities, various corporate partners, government agencies, and others to form the necessary teams and gather intelligence. Engage with outside consultants/consulting firms as necessary to leverage specific domain expertise. Create challenging but achievable plan for building a \$1B+ initiative in bioenergy over ten years centered in the SURA footprint. This initiative may be composed of multiple bioenergy components.
- Deliverables Three months into engagement: present outline of plan, along with key points to be addressed in each section of the plan, for review by the SURA President, Bioenergy Steering Group, and/or Development Committee.
Six months: present first draft of full strategic and tactical plan.
Nine months: present final plan.
- Task 3** **Explore and identify potential federal and state funding sources**
Activities Work in conjunction with SURA’s Relations person (Greg Kubiak) to explore options for funding from various agencies and Congress. Identify particular state initiatives of interest and potential funding sources therein. Chart a course for creating a holistic funding program for the SBI.
- Deliverables A funding strategy incorporated into the Strategic and Tactical Plan of Task 2. A well-defined list of potential funding sources and amounts, by month nine.
- Task 4** **Advise the SURA President and Board on Bioenergy strategic issues**
Activities Advise the SURA President, SURA’s Executive Committee and Board, and its Development Committee, and actively engage with the Bioenergy Steering Group, especially on the development, execution, and coordination of strategic plans and specific collaborative initiatives in bioenergy.
- Deliverables Ongoing, proactive advice as needed.
- Task 5** **Identify and secure person for long-term SURA Bioenergy leadership role**
Activities Create criteria and job description for leadership position for the SBI long-term. Work with Steering Group to conduct national search and identify replacement.
- Deliverables Before end of twelve months: Candidate identified and possibly hired.

*SURA Bioenergy Fellow is expected to submit monthly reports specifying a percentage of effort under each of these five tasks (0% to 100% of the agreed to effort level, each report to total 100%) along with a brief written description of the activity engaged in over the reporting period. Further, incumbent is expected to link SURA approved/supported travel to these tasks.