



## Proposal for a New Center or Institute

Date: \_\_\_\_\_

Name of Center or Institute: \_\_\_\_\_

Expected focus of center or institute:

Research \_\_\_\_\_ Teaching \_\_\_\_\_ Service \_\_\_\_\_

Anticipated Date of Startup: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

1. Please discuss how the Center or Institute represents a well-defined area of research, teaching, or service.

2. Will this center or institute offer classes for credit? Yes \_\_\_\_ No \_\_\_\_

3. If yes, what classes will be offered?

**Form 130**

4. Explain how the University's existing strengths and resources can support this center or institute, including how a critical mass of committed faculty and professional staff will actively participate in the center or institute.
  
  
  
  
  
  
  
  
  
  
5. Provide a vision statement that defines what the center or institute will accomplish.
  
  
  
  
  
  
  
  
  
  
6. List up to 5 objectives of the proposed center or institute.
  
  
  
  
  
  
  
  
  
  
7. Provide a mission statement that defines how the center or institute plans to accomplish objectives and note how the proposed mission related to the University's current mission.
  
  
  
  
  
  
  
  
  
  
8. Will the center or institute have an advisory group? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please discuss plans for the makeup of this group and the role of the group once formed.

## Form 130

9. List the proposed director of the center or institute who will be responsible for day to day administration, roles and contact information for all key personnel involved with the center or institute.
  
10. Attach a chart that graphically shows how the research/service center or institute is organized and how it fits within the University organization.
  
11. Provide a listing of on-campus and off-campus resources available to promote and support the research/service center or institute topic.
  
12. List any university funds planned for the center or institute budget or an explanation of why the center or institute does not require a budget.
  
13. Provide information on any external funding and/or partner funding that will support the center or institute, including existing or potential funding from local, state, and federal agencies or external partners.
  
14. Explain how the center or institute will provide the topic greater visibility and increased potential for extramural funding, if applicable.
  
15. Provide information on the benefits of the center or institute to the University.

**Form 130**

Required approvals:

_____ Prospective Center or Institute Director	_____ Date
_____ Department Head	_____ Date
_____ Dean	_____ Date
_____ Provost and Sr. VP for Academic Affairs	_____ Date
_____ President	_____ Date

ACHE: Planned Meeting Date for Requesting Approval \_\_\_\_\_