**REQUEST TO ESTABLISH A NEW CENTER**

Establishing a new center or institute provides an opportunity for a university to support its mission, particularly in the areas of research and public service/economic development. The concept proposal will be reviewed by the Center and Institute Review Committee. Please keep in mind the definitions and background above.

The process involves multiple steps: First, you will submit a concept proposal for review by the Center and Institute Review Committee. Concept proposals will be due for review by the committee once per semester on or around October 1 and March 1. Following the review and positive recommendation, you will be asked to complete a full proposal which includes a seven-year work plan and a seven-year budget. Full proposals are due at the next submission date along the same timeline (October 1 and March 1).

In both cases, signatures from your department head or immediate supervisor and the appropriate dean or unit will be required. If the full proposal is approved by the Center and Institute Review Committee, it will be forwarded to the Provost for his or her review/approval, then to the President for review/approval, and finally to the Board of Regents for its review/approval. Only after Board of Regents approval will the center be authorized to operate.

**Step 1: Concept Proposal**

**Instructions:**

Describe in 1000 words or fewer the general idea of the center. Include in your description the following:

* Need (includes university, community, state or beyond)
* Purpose and unique role at UNI
* General activities that will be pursued,
* How the center will align with the university’s strategic plan goals/objectives,
* What sources of funding that will be sought (University general funds? Grants and contracts? Donations? Income through providing services?)
* Indication as to how the center will be judged as being successful.
* Space requirements for the center
* Information Technology Requirements
* Any other information that you think will be important for review by the committee

Remember that the readers (committee) may not have expertise in your area so language should be clear and concise. Following successful review by the committee, you will be asked to complete a more detailed process which will include a five-year budget and work plan.

Proposed title of center or institute:

Approximate date to establish center or institute: Month Year

Contact person’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email

College and Department which will house the center:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer

Supervisory signatures: By signing this proposal, you indicate that you have read the concept paper and support the development of a full proposal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head or Immediate Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean (if applicable)

---------------------------------------------------------------------------------------------------------------------------------------------------------

**Committee Use Only:**

**Approved to submit full proposal\_\_\_\_\_\_ Not approved\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Center and Institute Committee

Feedback from Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_