

PROPOSAL TO ESTABLISH A RESEARCH CENTER OR INSTITUTE

1. Name, purpose, mission and goals. <Enter response here.>
2. Identification of the University strategic research themes to which the RCI's work will align. <Enter response here.>
3. By-laws. <Enter response here.>
4. Statements of the added value and capabilities to be brought by the new RCI. <Enter response here.>
5. Explanation of why the goals and operations of the RCI cannot be achieved within existing campus academic units. <Enter response here.>
6. Any potential impact on existing academic programs and units. <Enter response here.>
7. Nature and scope of activities to be performed, including a target timetable for meeting its goals. <Enter response here.>
8. Personnel resources (provide the source, status, and qualifications for the following):
 - a. RCI director; <Enter response here.>
 - b. RCI co-directors, members, other affiliated department(s)/college(s)/ division(s)/unit(s); <Enter response here.>
 - c. Advisory board (e.g., external and/or internal). <Enter response here.>
9. Proposed RCI organizational structure (i.e. whether the director will report to a department chair, dean). <Enter response here, or indicate if this information will be delivered as an appendix.>
10. Space requirements. Please list projected space requirements, including existing space, additional space, and any modifications needed. <Enter response here.>
11. Budget. Please provide a detailed annual operating budget for three years, including sources of funding and revenue. Please also list all costs, including personnel costs (line item), equipment, supplies and consumables, assistantships, travel, service contracts, or other costs. Please justify resource needs and anticipated sources of funding, including a timeline to achieve a level of self-support acceptable to the dean(s) of the housing college(s) or administrative unit director. If the proposal does not envision complete financial self-sufficiency, please indicate the non-financial benefits you believe justify subsidizing the cost. Please be as specific as possible. Attach as a separate appendix if appropriate.

<Enter response here, or indicate if this information will be delivered as an appendix.>

This document is to be submitted and signed using [DocuSign](#). See "C&I Forms Submission Instructions" on the Faculty Affairs Policy and Procedures webpage for routing instructions.

Signature Form

<Date>

Director of Center/Institute

<Date>

Dept. Chair/School Director

<Date>

Dean or VP

<Date>

Dean or VP (if needed)

<Date>

AVP Faculty Affairs

<Date>

Provost