Proposed center or institute name:

Click here to enter text.

Names of the faculty members proposing the center:

Click here to enter text.

1. **Purpose and Justification.** A statement of purpose and justification, including the significant local, regional and/or national contributions the center or institute intends to make, and why creating a center or institute best serves the purpose.
2. **Goals and objectives**. These should be sufficiently concrete to serve as criteria for evaluation of the performance of the center or institute.
3. **Distinguishing characteristics.** Distinguishing activities and/or approaches to problems and issues.
4. **Organizational structure and governance plan** (eg: Director, Administrative Authority, Advisory Board, if any), including a list of current faculty, staff, and other key personnel, both University and non-University, directly involved. If faculty have an appointment in more than one unit, attach *FRM-AA2100.01B, Joint Appointments.*
5. **Partner Organizations**. For centers and institutes formed in partnership with other public or non-profit external entities the proposal must specify the responsibilities of the sponsoring organizations, including for financial resources, personnel and space.
6. **Proposed Budget,** including projected sources and amounts of income, university support, and expenses.
7. **Assessment Plans:** Description of the measures that will be used to assess the success of the center or institute in meeting its goals and objectives, how the information will be collected, and a schedule for assessment and plan for dissemination of the results.
8. **Support.** Please attach pre-proposal with signatures of proposed members and signature endorsements (and date) of department chair(s) and dean(s). Any other letters or expressions of support may also be attached.

**The proposal will be evaluated according to the criteria below:**

1. Does the center or institute fulfill the required purposes listed in *POL-AA2100.01 Establishing, Reviewing, and Terminating Academic Centers and Institutes*?
2. How does the center or institute strengthen the university’s activities and contribute to the mission?
3. How feasible or successful is the plan for attracting external funding or revenue?
4. What are the measures of success, how are they monitored, and how well are they achieved?
5. Are faculty members involved in more than one discipline? If so, what is the organizational structure for facilitating this collaboration?
6. How does the center or institute interface with other centers and institutes and/or academic departments on campus? To what extent is there communication with all interested parties including the Department Chairs?
7. What are the costs associated with startup or maintenance of the center or institute?
8. What are the space requirements for the operation of the center or institute?
9. What impact does the center have on other programs?
10. What is the likely impact on university services? (Environmental Safety, Risk Management, IT)