

Procedures for the Submission of Institute or Center Proposals for Assessment and Approval at the University Level and by the Board of Governors

1. Individuals or units submitting proposals for the establishment of institutes or centers are advised to first meet with the Division of Research for the purpose of reviewing the information required, the proposal format, and the approval process.
2. All proposals, regardless of type, are to be prepared in the format prescribed in the attached and in accordance with policy guideline # PG 04.07.27. Please take into account the characteristics and initial reporting requirements for University institutes and centers noted in that policy guideline. Electronic versions of the forms are available on the Division of Research webpage at www.fau.edu/research
3. All submissions will be made through respective chairs/directors, deans, and campus executive officers with sign-off/approval by the Office of the President. Prior to approval from the President, the proposal will be referred to the University Research Committee for a recommendation.
4. The University Research Committee will review all the proposals for preparation of a subsequent recommendation to the Vice President for Research. Review by the University Research Center will take into consideration the following:
 - A. The potential for enhancement of the University Mission. Specifically, does the proposal demonstrate succinctly how the institute or center will enhance the university mission in a manner not currently accomplished by existing programs?
 - B. The potential for contribution to the local, national and international academic community.
 - C. The logic and appropriateness of the intended administrative and organizational structure. Does the proposal describe the internal structure and/or the organization chart and clearly outline reporting responsibilities? Also, the proposal must clearly indicate personnel directly funded by the center/institute and demonstrate the availability of such funds.
 - D. The activities and intended achievements of the proposed center/institute in the areas of research, creative activities, teaching and service.
 - E. Collaboration with other existing centers/institutes/programs at the university. Include memorandums of understanding (MOU), if any.
 - F. Collaboration with other institutions of higher education. Include memorandums of understanding (MOU), if any.

- G. The adequacy of current space/facilities, or if requested, the feasibility and appropriateness of additional space/facilities.
- H. The feasibility and appropriateness of the budget plan. Does the institute/center proposal outline a reasonable expected ratio of E & G funds to non – appropriated funds not available through current grant funding efforts?

Any proposal to initiate a State of Florida Initiative and Center or any notification of the establishment of a university Institute or Center must include the following information:

Cover Sheet

1. Provide a cover sheet similar to the sample provided. The president’s signature for all participating institutions must be included. State of Florida Institutes/Centers: Indicate which university will be designated as the host institution.
2. Provide the desired date of implementation. State of Florida Institutes/Centers may not operate prior to receiving full approval from the Florida Board of Governors. University Institutes/Centers may not operate prior to the University President notifying the Office of Academic and Student Affairs that the proposed institute/center has been authorized according to university guidelines on file.

Cover Letter

3. Provide a cover letter that briefly describes the mission and activities of the proposed center/institute and how these would contribute to the advancement of university mission (www.fau.edu/president/mission.htm). Also provide arguments as to why the proposed center/institute is unique and fulfills mission and objectives not currently pursued at the university.

Directory Information and Mission and Areas of Focus

4. Provide the name of the proposed institute/center. If available, provide the name and title of the proposed director and the address, telephone number, SUNCOM number, fax number, e-mail address, and web site address for the institute/center.
5. Indicate the type of institute/center, based on classification guidelines presented in Policy Guideline #PG 04.07.27
6. Indicate which academic discipline(s), by 2-digit Classification of Instructional Program (CIP) code(s), will be most closely affiliated with the institute/center.
7. State of Florida Institutes/Centers: Provide a list of all universities that will be affiliated with the institute/center.

8. Provide a brief mission statement for the institute/center (120 words or less).
9. Identify key terms/phrases that indicate the major areas of focus for the institute/center. These terms will be used as identifiers in a searchable database.

Mission and Areas of Focus

10. Indicate how goals and objectives of the proposed institute/center relate to the institutional mission statement as contained in the Strategic Plan approved by the Florida Board of Governors.
11. Provide a description of activities (research and creative activities, teaching, public service, and training) in which the institute/center will be involved. Indicate how the institute/center will allow faculty/staff/students to do what they could not do solely in a departmental or divisional setting. Organize the activities in terms of those that would be recurrent each year and those that would be undertaken on a sporadic or long-term basis. The extent of direct involvement, support and sponsorship by the proposed center/institute in all activities must be clearly stated.

Organization and Staffing

12. Provide a description of the internal structure and/or organization chart, including details (name, rank, association, contact information) of all personnel that would be associated with the proposed center/institute. Also detail the primary functions/contributions of such personnel. For proposal involving more than one institution, include such information for each participating institution as well as giving the statewide structure.
13. Identify all projected permanent positions (FTE in person years) by title and function for the first 3 years the institute/center will be in operation. The total number of person years must agree with the numbers provided on the fiscal sheet.
14. Provide the projected number of graduate assistants to be assigned to the institute/center during its first 3 years of operation.

Collaborations

15. The proposal should clearly note other centers/institutes and programs that will be associated with the new center/institute. If there are no such affiliations with other centers/institutes, the proposal should indicate the reasons why the proposed center/institute would operate as a completely stand-alone center/institute within the university and also details the efforts made by the proposed center/institute in identifying

and soliciting appropriate associations with other existing centers/institutes/programs within the university.

16. The proposal should also indicate other institutions of higher education that will be associated with the center/institute, including efforts by the proposed center/institute to identify and solicit such associations.

Facilities

17. Provide information on the space/facilities currently available to the center/institute. If space/facility has not been currently procured or allocated, provide information regarding the projected space requirements.

Budget

18. Provide estimated expenditures, number of positions, and rate for the first fiscal year, as outlined on the attached fiscal sheet. Separate fiscal sheets should be submitted for each budgetary unit (i.e., E&G, UF's IFAS, UF-HSC, USF-HSC), as appropriate. (Separate position and budget data should be submitted for each university when more than one university is affiliated with an institute/center.)
19. Identify and detail the sources of funding for the proposed center/institute in terms of grants, contracts and other donations for each fiscal year for the first 3 years of operation.
20. Provide a description of the return in investment of State dollars.
21. Please list any other potential funding sources, such as contracts and grants, which would be pursued by the center/institute.

(Institute/Center Name)

(Proposed Implementation Date)

The submission and signing of a proposal to initiate s State of Florida institute/center or notification of the establishment of a University institute/center constitutes a commitment by the university (ies) to ensure that the institute/center's activities support the stated mission(s) and the goals of the institution(s).

Host University Submitting Proposal

Type of Institute/Center

Proposed Implementation Date

Associated Discipline (2-digit CIP)

Signatures:

Proposed Institute/Center Date
Director (if known)

Dean of School or College Date

Vice President of Research Date

Vice President for Finance, Date
Administration, and Planning
(as appropriate)

Vice President-Academic Affairs Date

President Date

Other President(s)/ Date
Administrator(s) (as appropriate)