

FORM C

Board of Regents, State of Iowa January 28, 2015

REQUEST TO ESTABLISH A CENTER OR INSTITUTE

THE PURPOSE OF ACADEMIC PLANNING: 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. Proposals to create new centers or institutes at the universities, regardless of institutional financial commitment, shall be submitted to the Board Office and the Council of Provosts for review and to the Educational and Student Affairs Committee and Board of Regents for approval.

Institution: _____

Title of center or institute: _____

Approximate date to establish center or institute: Month _____ Year _____

Contact person: (name, telephone, and e-mail) _____

Location of proposed center or institute: _____

Administrative unit for center or institute: _____

Please provide the following information (use additional pages as needed).

1. Describe the proposed new center or institute.
2. Describe the need for the proposed center of institute.
3. Provide a brief statement of activities and objectives for the proposed center/institute.
4. Explain the relationship of the proposed new center/institute to the institutional mission and the role of the center/institute in the institution's and college's strategic plan.
5. Explain the relationship of the proposed new center/institute to other existing centers/institutes at the institution; describe how the proposed center/institute will enhance other activities at the university.
6. Describe the relationship of the proposed new center or institute to existing centers/institutes at other colleges and universities in Iowa, including how the proposed center/institute is different or has a different emphasis than existing centers/institutes. Will the proposed center/institute duplicate other centers/institutes on campus?
 - a. Can the other institution accommodate the need for the new center or institute through expansion or collaboration?

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- b. Has the possibility of an inter-institutional or other cooperative effort been explored? What are the results of this study? (Consider not only the possibility of a formally established inter-institutional center/institute, but also how special resources at other institutions might be used on a cooperative basis in implementing the proposed center/institute solely at the requesting institution.)
7. Describe special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a center or institute.
8. Personnel, facilities, and equipment for proposed center or institute.
 - a. Describe the personnel that will be required to establish and maintain the proposed center or institute.
 - b. Describe the facilities that will be required to establish and maintain the proposed center of institute.
 - c. Describe the equipment that will be required to establish and maintain the proposed center of institute.
9. How long is the center/institute expected to be in existence? How will its continued existence be justified?
10. Has the proposed center of institute been reviewed and approved by the appropriate campus committees and authorities?
11. What are the funding sources for the proposed center or institute?
 - a. List all the sources and amounts that apply, e.g., department reallocation, college reallocation, grants, new to the university.
 - b. Will this center or institute be dependent on external funds? If yes, how will the loss of external funds affect the center or institute?
 - c. If the proposed center will be dependent on external funds, what plan has been developed to address obtaining the funds?
 - d. Estimate the total costs/total new costs (incremental increases in expenditures) that will be necessary as a result of the new center or institute for the next seven years:

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TOTAL COSTS	SOURCE(S) OF FUNDS	TOTAL NEW COSTS
Year 1		
Year 2		
Year 3		
Year 3		
Year 4		
Year 4		
Year 5		
Year 6		
Year 7		

- 12. Describe the evaluation plan for the proposed center/institute.
- 13. Include any additional information that justifies the development of this center/institute.