

FORM C
(revised: June 7, 2021)
Board of Regents, State of Iowa

REQUEST TO ESTABLISH A CENTER OR INSTITUTE

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 Academic Affairs Committee and Board of Regents for approval.

Institution: _____

Title of center or institute: _____

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

(In cases when the initiation of center/institute activities precedes the request to the Board of Regents, the date to establish the center/institute can be “upon BOR approval.”)

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

Administrative unit for center or institute: _____

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

1. Describe the proposed new center or institute and the need it will serve.
2. Provide a brief statement of activities and objectives for the proposed center/institute.
3. 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/or college’s strategic plan.
4. Explain the relationship of the proposed new center/institute to other existing centers/institutes at the institution.
5. 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. Explain any collaborative opportunities being planned or explored.
6. How long is the center/institute expected to be in existence?
7. Describe the personnel, facilities and equipment that will be required to establish and maintain the proposed center or institute.
8. 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. Estimate the total costs that will be necessary as a result of the new center or institute for the next five years:

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	SOURCE(S) OF FUNDS	TOTAL ANNUAL COSTS
Year 1		
Year 2		
Year 3		
Year 3		
Year 4		
Year 4		
Year 5		

9. Include any additional information that justifies the development of this center/institute.