

Criteria for the Establishment of a Center, Institute, or Bureau

Please include a short introduction summarizing your center's purpose, audience, and plans for the future. The following measures will be used to assess the merit of an application for the establishment of a center, institute or bureau and each should be specifically addressed in the application.

1. Purpose
 - a) What is the purpose of the proposed center?
 - b) What are the targeted goals for the service outreach?
 - c) How does the center fulfill the university's mission statement?
 - d) How does the proposed center benefit the university?
 - e) How will the proposed center benefit affiliated faculty and staff?
 - f) Can the purpose of the proposed center be served in any existing unit(s)?
 - g) If approved, what are the plans for the center for the first three years? This three-year plan will be used in assessing the center's success and progress.

2. Personnel
 - a) What departments and colleges will be involved in the proposed center?
 - b) Which faculty and staff members will be associated with the proposed center? Please provide vitas.
 - c) Will any new staff be hired? Provide information regarding title, duties, qualifications, and proposed salary range of the new staff.

3. Funding and space
 - a) How will the proposed center be funded?
 - b) What key university/college resources support the proposed center's activities?
 - c) What external sources have been targeted to support the proposed center?
 - d) Are in-kind contributions anticipated from external organizations?
 - e) Will the proposed center receive any internal (appropriated) funding?
 - f) What is the proposed center's operational budget and staffing plan for the first year?
 - g) What are the plans for continuing support?
 - h) Are adequate library facilities available?
 - i) Is space available for the proposed center?
 - j) Are equipment and facilities available for the conduct of center activities?

4. External collaborations
 - a) What external publics will benefit from the establishment of the proposed center?
 - b) What potential exists for external collaborations?
 - c) Are there specific individuals who will provide technical assistance from their organizations?

5. Management and evaluation
- a) What is the management plan of the proposed center? Provide an organization chart.
 - b) To whom will the center director report?
 - c) How often, and in what form, will the center director report on center progress?
 - d) What internal evaluation plan would be used to determine the success of the proposed center? The Office of Research will perform an initial review of center progress three years after a center is established. Long-standing centers will be evaluated every five years.

Provide the names and contact information for three disinterested experts in the field of the proposed center. Experts from outside the university are preferred. Contact information includes name, address, phone, and e-mail.