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| **asu_horiz_rgb_digital_maroongold-2in** | Centers and Institutes  Proposal Form  Signature Page (required) |
| **Only proposed new centers and institutes that have undergone their dean’s approval process for creating and funding the new center, may submit a proposal. Please provide evidence of the appropriate approvals along with your proposal.**  The attached proposal lays out the purpose, justification, resource streams and expenditures for your proposed center or institute. Please review carefully. Your signature affirms both your conceptual and fiscal commitments to the center or institute.  Please send an electronic copy to [centers-institutes@asu.edu](mailto:centers-institutes@asu.edu).  Please note that this proposal will undergo a rigorous internal review process with final approval to launch the proposed center or institute coming from the University Provost and President. Any newly approved center or institute must undergo a thorough review at least every seven years.  **The term “Institute” is restricted for macro university programs/initiatives and “Center” for those initiatives that are more localized. Although both centers and institutes may often span several colleges/campuses, it is the scale of the initiative that will define whether it may take on “Institute” status. The President’s Office will make final determination on the approval of “Institute” status.** | |

Name of center or institute

Will this center or institute be a dual-unit?

Please list all schools/colleges/institutes this center will be listed with      

Center or institute director

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Dean(s) and/or Administrative Vice President

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Approved

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| University Provost |  | Date |

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| **Format Guidelines for ASU Centers and Institute Proposals** |

# I. Description of the proposed center or institute

A. Provide the proposed title of the center or institute and its place in the organizational structure of the university.

B. Give a brief description of the proposed center or institute.

II. Purpose and activities of the center or institute

A. Explain the rationale for the formation of the new center or institute and the relationship with college(s) and/or university mission.

B. Identify the basic goals and objectives of the new center or institute.

C. Describe the major activities, projects and programs that will be conducted by the proposed center or institute. Identify the implications of the activities, projects and programs on other ASU organizational units.

D. Discuss the plans to generate on-going research grants, foundation support or private funds to support the goals and objectives of the center or institute.

E. Provide any measures that will be used to evaluate the success of the center or institute’s accomplishments in meeting its goals and objectives (e.g., projects initiated, grants generated, private resources secured to support program, community impact).

III. Resources

A. Faculty and staff

1. List the name, rank, highest degree and estimate of the level of involvement of all current faculty and professional staff who will participate in the center or institute. Also indicate the position each person will hold in the new unit.

2. List the clerical and support staff positions that will be included.

3. Indicate the number of graduate assistants who will be assigned to the center or institute.

4. Project the number and type of new faculty and staff positions (funded fully or partially by the center or institute) needed during each of the next three years.

B. Physical facilities and equipment

1. Identify the physical facilities that will be required for the proposed center or institute and indicate whether those facilities are currently available.

2. List all additional equipment that will be needed during the next three years and the estimated cost.

C. Library resources, materials and supplies

1. Identify any additional library acquisitions that will be needed during the next three years and the estimated cost.

2. List any special materials or supplies, other than normal office supplies, that will be required by the new unit.

D. Financing

1. Explain the plan for securing appropriate financing for the operational success of the unit.

2. Identify potential sources for external funding (e.g., grants, foundation support, donor support) for the unit. Estimate the amount of external funds by funding source that may be received by the unit during each of the first three years.

3. If university funds will be used, indicate whether new university funds will be requested or existing appropriations will be reallocated.

4. Complete the New Unit Budget Projections sheet (Table 1, required), projecting the operating budget for the proposed unit for the next three years.

# IV. Other information

A. Provide any other information not requested above that may be useful in evaluating the proposal.

B. A review will occur no later than five years from the implementation date of a new unit.

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| Proposed Centers and Institute Budget Projections |

**Note: The attached Table I should be used for budget projections for proposed new centers and institutes units**

# Instructions

1. Project the unit budget by indicating the **initial** base budget in Column 1 and the **incremental** changes in each expenditure area for each of the following two years (columns 2‑3). Columns 2-3 should include **only new costs** for each requested year.
2. Do not include projections for inflationary or routine salary pay changes.
3. Do include ERE for graduate research assistants not on state funding (currently at 43%).
4. On the TOTALS lines, list separately the **reallocated** state appropriated funds from the **new** university-appropriated funds. All reallocated funds are assumed to be permanent reallocations unless otherwise indicated.
5. For local funds, attach a separate list showing the major sources of local funds and a brief explanation of each source.

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| **Table 1: Proposed Centers and Institute Budget Projections** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of the proposed center or institute**

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| EXPENDITURE ITEMS | INITIAL BASE BUDGET | **ANNUAL INCREMENTAL COSTS** | |
| Column 1  First Year  20   to 20 | Column 2  Second Year  20  to 20 | Column 3  Third Year  20  to 20 |
| **Continuing expenditures** | | | |
| **Faculty** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Other personnel** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Graduate assistantships (include ERE for non-state funded)** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Operations (materials, supplies, phones, etc.)** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Other items (attach description)** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **One-time expenditures** | | | |
| **Construction or renovation** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Start-up equipment** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Replacement equipment** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Library resources** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **Other items (attach description)** | | | |
| University funds |  |  |  |
| External |  |  |  |
| **TOTALS (initial then incremental)** | | | |
| University reallocated funds |  |  |  |
| new funds |  |  |  |
| External\* |  |  |  |
| GRAND TOTALS |  |  |  |

\*Attach to table a list of major sources of university and external funds with a brief description of each source.

Add any additional clarifying notes to Table 1 below: