

Centers & Institute Forms Submission Instructions

l) This workflow is to be used when submitting a Proposal to Establish a Research Center or Institute or a Request to Create or Modify a Non-Research Center or Institute.

Requests to establish, alter, or deactivate centers (regardless of their nature) shall be made to the Provost by the supervising administrator of the units(s) in which the center or institute is proposed or located (e.g., dean, vice president, associate vice president, executive director). All proposals requesting the creation or renewal of a center or institute will be discussed at an Academic Deans' Council, allowing the deans to provide input to the Provost on the proposal. The Provost may also solicit other input the Provost deems relevant, appropriate or useful (for example, from the Vice President for Research for a research center or research institute). The Provost shall then make a recommendation to the President.

- 1) Download and complete the appropriate document.
- 2) Save the completed document as a pdf.
- 3) Upload the pdf into DocuSign.
- 4) Include the following into the workflow as appropriate depending on where the Center or Institute is housed:
 - a. Department Chair/School Director where the Center or Institute is housed.
 - b. Dean or Deans of the college(s) or Vice President where the Center or Institute is housed.
 - c. Associate Vice President for Faculty (as approver only, does not sign).
 - d. Provost (to be signed after discussing with the President).

- II) This workflow is to be used when submitting an Annual Report of a Research Center or Institute or Annual Report of a Non-Research Center.

Due on October 1st of every year, this report will be initially made to and reviewed by the administrator responsible for the unit (e.g., dean, associate vice president, or vice president), and forwarded to the Office of the Provost and/or Office of the Vice President for Research (if a research center or research institute).

- 1) Download and complete the appropriate document.
- 2) Save completed document as a pdf.
- 3) Upload the pdf into DocuSign.
- 4) Include the following into the workflow as appropriate depending on where the Center or Institute is housed:
 - a. Dean or Deans of the college(s) or Vice President where the Center or Institute is housed.
 - b. Associate Vice President for Faculty (as approver only, does not sign).
 - c. Provost (to be signed after discussing with the President).

III) This workflow is to be used when submitting a Continuing Review

Every five years, all centers and institutes will undergo a Continuing Review to determine if the center or institute is meeting its goals, continues to support the University's strategic vision and mission, and represents an appropriate use of University resources.

- 1) Download and complete the appropriate document.
- 2) Save completed document as a pdf.
- 3) Upload the pdf into DocuSign.
- 4) Include the following into the workflow:
 - a. Current Chair of C&I Review Committee (who will share with the rest of the committee).
 - b. Chair/Director and Dean of department/school/college housing the Center or Institute.
 - c. Vice President for Research.
 - d. Provost (to be signed after discussing with the President).