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| **asu_horiz_rgb_digital_maroongold-2in** | Centers and Institutes  Proposal Form |
| **Proposed new centers and institutes must first successfully complete their dean’s internal approval process to confirm justification and funding.**  This form includes sections for the description, purpose and resources of the proposed center/ institute. Please review carefully. Your signature affirms both your conceptual and fiscal commitments to the center/ institute.  Please note that this proposal will undergo a rigorous internal review process with final approval to establish the center/ institute coming from the University Provost and/or the President. Once established, all centers and institutes 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.*  Email this completed form to [centers-institutes@asu.edu](mailto:centers-institutes@asu.edu?subject=New%20Proposal) for processing. | |

Name of center/ institute:

Will this center/ institute be a dual-unit?

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

Center or institute director

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

Dean(s) and/or Administrative Vice President

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|  |  |  |  |  |
| Name |  | Signature |  | Date |
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| Name |  | Signature |  | Date |

Approved

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| University Provost |  | Date |

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| **Proposed center/institute details** |

# I. Description

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

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

**II.** **Purpose**

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

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

C. Describe the major activities, projects and programs that will be conducted by the proposed center/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/institute.

E. Provide any measures that will be used to evaluate the success of the center/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 number of all current faculty and professional staff who will participate in the center/ institute and estimate the level of their involvement. Also indicate the position each person will hold in the new unit.

2. Indicate the number of graduate assistants who will be assigned to the center/ institute.

B. Physical facilities and infrastructure

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

C. 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.

# IV. Other information

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

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| **Website listing details** |

Upon establishment, the center/ institute will be added to the [ASU Centers and Institutes](https://www.asu.edu/academics/centers-and-institutes) webpage. Please complete all fields regardless of whether or not similar information is provided above.

1. **Name of center/institute:**
2. **Description (20 to 50 words):**
3. **List all schools/colleges/institutes this center will be listed with:**
4. **Website URL (if the website is not ready, please let us know when we should expect the URL):**
5. **Required primary tag (choose one):**

|  |  |
| --- | --- |
|  | Advanced technology |
|  | Arts and humanities |
|  | Bioscience |
|  | Business |
|  | Decision science |
|  | Education |
|  | Energy |
|  | Entrepreneurship + Innovation |
|  | Environment |
|  | Human health |
|  | Inclusion |
|  | International |
|  | Planetary health |
|  | Policy |
|  | Politics |
|  | Public service |
|  | Security |
|  | Smart cities |
|  | Social science |
|  | Space exploration |
|  | STEM |
|  | Sustainability |

Optional **secondary tag (choose one):**

|  |  |
| --- | --- |
|  | Advanced technology |
|  | Arts and humanities |
|  | Bioscience |
|  | Business |
|  | Decision science |
|  | Education |
|  | Energy |
|  | Entrepreneurship + Innovation |
|  | Environment |
|  | Human health |
|  | Inclusion |
|  | International |
|  | Planetary health |
|  | Policy |
|  | Politics |
|  | Public service |
|  | Security |
|  | Smart cities |
|  | Social science |
|  | Space exploration |
|  | STEM |
|  | Sustainability |