



## ORP New Institute or Center Approval Request Form

\* Required

\* This form will record your name, please fill your name.

### Before you begin

- Please ensure that an appropriate approver (chair, department head, director) approves of and has viewed or understands the contents of this application prior to submitting this form.
- Review the forms and templates at the bottom of this page:
  - <https://research.arizona.edu/facilities/institutes-centers> (opens in a new window)
- The items listed below must be uploaded at the time of application. Please apply when all documents have been created and at least two letters of supports have been received.
  - Organization Chart (Word, Excel, PPT, PDF, or Image file)
  - Budget template: download from [https://research.arizona.edu/sites/default/files/application\\_budget\\_template.xlsx](https://research.arizona.edu/sites/default/files/application_budget_template.xlsx)
  - Letters of Support - (1) letter of support from CAUA and at least (2) letters of Support (Word, PDF, or Image file)

Questions? Email Jennise Taylor [jenniset@arizona.edu](mailto:jenniset@arizona.edu) for help

## Proposal Routing

1. I certify that the appropriate approver (chair, department head, director) approves of and has viewed or understands the contents of this application prior to submitting this form. \*

If not, please obtain appropriate approval prior to completing this form. Email Jennise Taylor [jenniset@arizona.edu](mailto:jenniset@arizona.edu) with questions.

☐ Yes

2. Is this request for an ORP Center? \*

Not sure? Email Jennise Taylor [jenniset@arizona.edu](mailto:jenniset@arizona.edu) for help

☐ Yes

☐ No

### **IF No, not an RII Center, answer question 3:**

3. Is your proposed center/institute housed under the Executive Office of the President (EOP) or is it housed in a specific college or Office of the Provost? \*

select option 2, *college specific...* if you are applying for the Provost Office or UAHS

☐ EOP (reports to the University President)

☐ College Specific, Provost, or UAHS

### **IF College Specific, Provost, or UAHS, answer questions 4 & 5:**

4. Name of College or College-Level Unit \*

5. Select Approver \*

**ONLY IF College Specific, Provost, or UAHS from Q3**

Should be your dean or cognizant academic unit administrator (CAUA). This submission will be routed to the selected name for approval.

Contact Jennise Taylor [jenniset@arizona.edu](mailto:jenniset@arizona.edu) if you aren't sure who to select or don't see your dean/CAUA on the list before submitting the form.

- ☐ Michael Abecassis - [mabecassis@arizona.edu](mailto:mabecassis@arizona.edu)
- ☐ Brian Ahn - [hbrian@arizona.edu](mailto:hbrian@arizona.edu)
- ☐ Jennifer Barton - [barton@arizona.edu](mailto:barton@arizona.edu)
- ☐ Robert Berry III - [rqberry@arizona.edu](mailto:rqberry@arizona.edu)
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- ☐ Nancy Pollock Ellwand - [pollockellwand@arizona.edu](mailto:pollockellwand@arizona.edu)
- ☐ Lori Poloni Staudinger - [lorips@arizona.edu](mailto:lorips@arizona.edu)
- ☐ Patricia Prelock - [pprelock@arizona.edu](mailto:pprelock@arizona.edu)
- ☐ Guy Reed - [guyreed@arizona.edu](mailto:guyreed@arizona.edu)

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- ☐ Rick Schnellmann - [schnell@arizona.edu](mailto:schnell@arizona.edu)
- ☐ Andrew Schulz - [apschulz@arizona.edu](mailto:apschulz@arizona.edu)
- ☐ Shan Sutton - [ssutton@arizona.edu](mailto:ssutton@arizona.edu)
- ☐ Kasandra Urquidez - [kasandra@arizona.edu](mailto:kasandra@arizona.edu)
- ☐ Kendal Washington White - [kwashing@arizona.edu](mailto:kwashing@arizona.edu)

6. Proposed Name of Institute or Center \*

7. Primary Organizing Foci (check all that apply) \*

**Fee-for-Service or Professional services:** Fee for Service agreements must be processed through the Office of Sponsored Projects and Contracts. Please contact the office of sponsored projects at: [sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu)

- ☐ Research and Development, Scholarship and Creative Activity
- ☐ Outreach or Public Service
- ☐ Training (serving education/training needs outside formal UA courses)
- ☐ Core Facilities or Shared Instrumentation
- ☐ Fee-for-Service or Professional Services \*\*
- ☐ Other

8. Who are the external stakeholders? \*

- ☐ National-scale industry
- ☐ Local/regional-scale business entities
- ☐ International entities (governments, NGOs, etc.)
- ☐ Community organizations, NGOs
- ☐ State or Local Government
- ☐ Other

9. Identify the mission statement & vision of the Institute/Center. \*

4000 character limit

10. Describe what need(s)/gap(s) will the Institute/Center address that are not already provided by the single academic department/office and how the Institute/Center aligns with the strategic plan? \*

4000 character limit

11. Provide a full name list of the principal faculty members involved, including director(s) and participating researchers. State their roles and planned % effort. \*

4000 character limit

12. Provide a description of the Administrative/organizational structure- critical to the sustainability of the Institute/Center (*What is the proposed administrative structure? To what unit will the Institute/Center report? What is the leadership of the Institute/Center?*), provide an organizational chart. \*

4000 character limit

13. Upload organizational chart \*

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image

14. Describe growing interdisciplinary UA research capacity and potential external funding targets? \*

4000 character limit

15. Provide a strategy for involving external stakeholders and describe important UA partnerships with departments, units, and offices not formally part of the proposed Institute/Center, and how the Institute/Center will be accessible to them. \*

4000 character limit

16. What collaborative/synergistic activities could the proposed center pursue with any of the current ORP centers? \*

4000 character limit

17. How will you define success? What are your Key Performance Indices (KPIs)? \*

4000 character limit

18. Using the budget template on the ORP Research Institute and Center website provide a detailed budget listing all anticipated expenses and funding sources (internal & external) for the Institute/Center for the first three (3) fiscal years. Attach budget with your Application Request submission and include an assessment of the certainty or likelihood of external support, plus a plan to mitigate risk. \*

Download budget template: <https://research.arizona.edu/facilities/institutes-centers>

 Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Excel

19. Letters of Support \*

(1) letter of support from CAUA and at least (2) letters of Support (Word, PDF, or Image file)

 Upload file

File number limit: 10 Single file size limit: 10MB Allowed file types: Word, PDF, Image

20. *Following ABOR Policy 2-223, all new Centers and Institutes must request approval from ABOR, and must include the information below.* \*

- a. *The rationale for the new unit and its relationship to the university's mission and enterprise goals;*
- b. *The number of students to be served;*
- c. *The number of faculty and other positions needed for the unit to operate; and*
- d. *How the new unit will be funded.*