

PERIODIC REVIEW AND REAUTHORIZATION OF
UNIVERSITY RESEARCH INSTITUTES/CENTERS (NON-ACADEMIC UNITS)
OPTIMAL CALENDAR OF ACTIVITIES

- *Unit or individual responsible for each step below is shown in parentheses.*

Initiation (Sept)	Notification of Periodic Review distributed to Institute/Center's Cognizant Administrator (Office of Research & Partnerships)
Month 1 (Sept)	Optional initial orientation meeting to discuss Periodic Review purpose, process, and products. (Initiated by CI Director; meeting includes ORP representatives, CI Director, others as appropriate)
Month 2 (Oct)	Nominations for External Review Team members submitted to ORP . Refer to <i>Guidance</i> document for required representation. (CI Director)
Month 3 (Nov)	Final External Review Team members appointed and Chair designated. ORP
Month 5 (Jan)	Draft Self-Study Report submitted to ORP for internal review. Refer to <i>Self-Study Report Sample Outline</i> (CI Director) Draft Self Study Report comments due to CI Director within 30 days of submission (ORP)
Month 6 (Feb)	Final Self Study submitted to ORP (CI Director) Final Self-Study Report, Charge Statement and Campus Visit Schedule Framework distributed to External Review Team. Refer to <i>Guidance</i> document for required framework elements. (ORP)
Month 7 (Mar)	External Review Team Campus Visit. Campus Visit Schedule Itinerary distributed to External Review Team two weeks prior. (ORP , CI Director)
Month 8 (Apr)	External Review Evaluation Report due to ORP within 30 days of campus visit (External Review Team)
Month 8 (Apr)	External Review Evaluation Report debrief meeting (ORP , CI Director)
Month 9 (May)	Draft External Review Response due to ORP (CI Director) Draft External Review Response comments due to Institute/Center within 30 days of submission (ORP)
Month 10 (June)	Reauthorization Request submitted to ORP . Refer to <i>Guidance</i> document for required elements (CI Director)

Month 11 (July) Reauthorization Final Determination, along with corresponding reports, distributed to Institute/Center Director, Provost, relevant deans and others as appropriate. (**ORP**)