



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

Questions? Email Elizabeth Boyd boyd@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 Elizabeth Boyd boyd@arizona.edu with questions.

☐ Yes

2. Is this request for an ORP Center? *

Not sure? Email Elizabeth Boyd boyd@arizona.edu for help

☐ Yes

☐ No

IF No, not an ORP 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

☐ EOP (reports to the University President)

☐ College Specific or Provost

IF College Specific or Provost answer questions 4 & 5:

4. Name of College or College-Level Unit *

5. Select Approver *

ONLY IF College Specific or Provost from Q3

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

Contact Elizabeth Boyd boyd@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
- ☐ Cindy Rishel - crishel@arizona.edu
- ☐ Regina Deil-Amen - reginad1@arizona.edu
- ☐ Catherine Brooks - cfbrooks@arizona.edu
- ☐ Shane Burgess - sburgess@cals.arizona.edu Andrew
- ☐ Carnie - carnie@arizona.edu
- ☐ Alain Philippe Durand - adurand@arizona.edu
- ☐ Julie Funk - juliefunk@arizona.edu
- ☐ Carmala Garziona - garziona@arizona.edu
- ☐ Kimberly Ogden - ogden@arizona.edu
- ☐ Iman Hakim - ihakim@arizona.edu
- ☐ Karthik Kannan - kkarthik@arizona.edu
- ☐ Jenny Lee - jennylee@arizona.edu
- ☐ Kevin Loheny - loheny@arizona.edu
- ☐ Kirsten Limesand - limesank@arizona.edu
- ☐ Ed Martin - ecmartin@arizona.edu
- ☐ Marc Miller - miller47@arizona.edu
- ☐ Gary Packard - gapackard@arizona.edu
- ☐ John Pollard - jpollard@arizona.edu
- ☐ Nancy Pollock Ellwand - pollockellwand@arizona.edu
- ☐ Lori Poloni Staudinger - lorips@arizona.edu
- ☐ Patricia Prelock - pprelock@arizona.edu
- ☐ Guy Reed - guyreed@arizona.edu

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- ☐ Brian Erstad - erstad@arizona.edu
- ☐ Andrew Schulz - apschulz@arizona.edu
- ☐ Shan Sutton - ssutton@arizona.edu
- ☐ Kasandra Urquidez - kasandra@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

- ☐ 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.*