**NEW INSTITUTE/CENTER – APPLICATION REQUEST**

**Instructions**

**Prior to applying for Institute/Center:**

* Institute/Center applicants should build consensus/support from all relevant units and collaborators prior to the formal request submission process through letters of support and commitments (funds, course buyouts, space, etc.)
* New Institute/Center proposal should be routed/approved through the Cognizant Academic Unit Administrator (CAUA) (the College Dean, Department Head or for UAHS the Senior VP for Health Sciences) prior to submission to RII.
* Upon approval, if new space is required, please submit a formal space request to Space Management upon approval of the Institute/Center: <http://www.pdc.arizona.edu/space/spacerequest.html>
* Suggested Schedule:
  + Proposal development, including letters of support and commitments (funds, course buyouts, space, etc.) from relevant units and collaborators.
  + Upon approval, proposal sheet submitted along with application and budget template.
  + RII review (30 days from submission)
  + Revisions (if necessary)
  + RII routing through affiliated colleges for review/approval (15 days).

**APPLICATION**

## Proposed Name of Institute/Center

Name:

Organizational Level:

*(Refer to Guideline for Institute/Center difference)*

 University-wide:

 Academic Unit AU/IC*:*

 UAHS-wide

College



Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Will this Institute/Center be externally funded?

## Primary Organizing Objectives

(Check all that apply)

 Research and Development, Scholarship and Creative Activity

 Outreach or Public Service

 Training (serving education/training needs outside of formal UA courses)

* Core Facilities or Shared Instrumentation
* Fee-for-Service or Professional Services \*\*

**\*\* 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:

main: [sponsor@email.arizona.edu](mailto:sponsor@email.arizona.edu)  
 Other (describe):

## 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 (describe):

1. Identify the mission statement & vision of the Institute/Center.
2. Describe what need(s)/gap(s) will the Institute/Center address that are not already by the University of Arizona and how the Institute/Center aligns with the University strategic plan?
3. Provide a full list of the principal faculty members involved, including director(s) and participating researchers. State their roles and planned percent effort.
4. Provide a description of the administrative/organizational structure that is critical to the sustainability of the Institute/Center including:
   1. An organization chart
   2. The Institute/Center leadership

To what unit will the new Institute/Center will report

1. Describe growing interdisciplinary UA research capacity and potential external funding targets?
2. 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.
3. What collaborative/synergistic activities could the proposed center pursue with any of the current RII centers?
4. How will you define success? What are your Key Performance Indicators (KPIs)?
5. Using the budget template on the [RII Research Institute and Center website](https://research.arizona.edu/research-centers-and-institutes) 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 the budget with your Application Request submission and include an assessment of the certainty or likelihood of external support, plus a plan to mitigate risk.

Please submit completed Application Request and any supporting documents to RII Institute/Center Coordinator, Jennifer Chamblee, [jchamblee@arizona.edu](mailto:jchamblee@arizona.edu) .

## New Institute/Center Proposal Routing Form

## This form must be completed prior to the New Institute/Center proposal application being processed. Proposal routing sheet along with application and budget template should be sent to Research, Innovation & Impact Attn: Jennifer Chamblee [jchamblee@arizona.edu](mailto:jchamblee@arizona.edu) .

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## Department Head Department

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## Dean College

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## Institute/Center Title

## Required University Approvals:

## The signatures below indicate review of the above-named proposed Institute/Center, confirmation that it is consistent with departmental, college or university mission, practices and priorities, and approval of all commitments described in the proposal including those involving space, equipment, personnel, release time, cost sharing and conflict of interest.

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## Department Head Signature Date

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## Dean Signature Date