Research, Innovation & Impact

RII 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
  - At least 2 letters of Support (Word, PDF, or Image file)

Questions? Contact Jennifer Chamblee jchamblee@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. Contact Jennifer Chamblee jchamblee@arizona.edu with questions.

   ◯ Yes

2. Is this request for an RII Center? *

   Not sure? Contact Jennifer Chamblee jchamblee@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** * <mark>IF College Specific, Provost, or UAHS</mark>

Should be your dean or cognizant academic unit administrator (CAUA). This submission will be routed to them for approval. Contact Jennifer Chamblee <jchamblee@arizona.edu> if you aren't sure who to select.

○ Michael Abecassis - mabecassis@arizona.edu

○ Brian Ahn - hbrian@arizona.edu

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○ Andrew Schulz - apschulz@arizona.edu

○ Shan Sutton - ssutton@arizona.edu

○ Kasandra Urquidez - kasandra@arizona.edu

○ Kendal Washington White - 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

- [ ] 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 RII 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 RII 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 *

Institute/Center applicants should build consensus/support from all relevant units and collaborators prior to the formal request submission process through at least two letters of support, including appropriate administrators, deans, and/or department head.

⤒ **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.