



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/data/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

3. Is your proposed center/institute a UAHS-wide center, or is it housed in a specific college *

UAHS Wide (Reports to the SVP for Health Sciences)

College-Specific

4. Name of College *

5. Select Approver *

Should be your dean. 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
- Robert Berry III - rqberry@arizona.edu
- Shane Burgess - sburgess@arizona.edu
- Andrew Carnie - carnie@arizona.edu
- Alain-Philippe Durand - adurand@arizona.edu
- Julie Funk - juliefunk@arizona.edu
- Carmala Garziona - garziona@arizona.edu
- David Hahn - dqhahn@arizona.edu
- Iman Hakim - ihakim@arizona.edu
- Kathleen Insel - insel@arizona.edu
- Bruce Johnson - brucej@arizona.edu
- John Paul Jones - jpjones@arizona.edu
- Karthik Kannan - kkarthik@arizona.edu
- Thomas Koch - tkoch@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
- Guy Reed - guyreed@arizona.edu
- Rick Schnellmann - schnell@arizona.edu
- Andrew Schulz - apschulz@arizona.edu
- Shan Sutton - ssutton@arizona.edu
- Kasandra Urquidez - kasandra@arizona.edu

Kendal Washington White - kwashing@arizona.edu

Liesl Folks - liesl@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

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