**Instructions**

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

* Center/Institute 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 Center/Institute proposal should be routed/approved through College Department Head and Dean prior to Dean’s/Provost Council.
* Upon approval If new space is required, submit formal space request to Space Management upon approval of the center/institute: <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.
  + RDI review (30 days from submission)
  + Revisions (if necessary)
  + RDI routing through affiliated colleges for review/approval (15 days) RDI approval and forwarding to Deans/Provost Council for review at next available meeting.

**APPLICATION**

## Proposed Name of Center/Institute

Name:

Organizational Level

 University-wide

 College-level (College name):

## Primary Organizing Foci

(Check all that apply)

 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 (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 Center/Institute.**
2. Describe what need(s)/gap(s) will the Center/Institute address that are not already provided by the single academic department/office and how the Center/Institute aligns with the strategic plan?
3. Provide a list of the principal faculty members involved, including director(s) and participating researchers including
4. Provide a description of the organizational structure:
5. **Describe growing interdisciplinary UA research capacity and potential external funding targets?**
6. **Provide a strategy for involving external stakeholders and describe important UA partnerships with departments, units, and offices not formally part of the proposed Center/Institute, and how the Center/Institute will be accessible to them.**
7. **What collaborative/synergistic activities could the proposed center pursue with any of the current RDI centers?**
8. **How will you define success? What are your Key Performance Indices (KPIs)?**
9. **Using the budget template on the** [**RDI Research Centers and Institutes website**](https://research.arizona.edu/research-centers-and-institutes) **provide a detailed budget listing all anticipated expenses and funding sources (internal & external) for the Center/Institute 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.**

**Please submit completed Application Request and any supporting documents to RDI Center/Institute Coordinator, Luz Sandoval,** [**lvalenzu@email.arizona.edu**](mailto:lvalenzu@email.arizona.edu)**.**

## New Center/Institute Proposal Routing Form

## This form must be completed prior to the New Center/Institute proposal application can be processed. Proposal routing sheet along with application and budget template should be sent to Research, Discovery & Innovation Attn: Luz Sandoval [lvalenzu@email.arizona.edu](mailto:lvalenzu@email.arizona.edu).

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## Department Head Department

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Dean College

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Center/Institute Title

## Required University Approvals:

## The signatures below indicate review of the above named proposed center/institute, 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