

# Establishment of Centers, Institutes, and Related Units

# Approval Form

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| **Name of Proposed Center** |
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| Name of Director:  | Click here to enter text. |  |  |  |  |
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| SIGNATURES |
| Director or Department Chair:  | Date: |
| Associate Dean:   | Date: |
| College Dean:   | Date: |
| Associate Vice Chancellor:  | Date: |
| Budget Officer:  | Date: |
| Provost and Vice Chancellor:  | Date: |
| Chancellor:  | Date: |

Rev. 4/2015

The proposal for a center or institute must contain the following information:

#### The Name, Purpose and Functions.

Put narrative here.

#### Organizational Structure and Bylaws or Operating Procedures (indicate the center’s placement within the University’s existing organizational structure and identify any potential risks or legal liability regarding the scope of services to be provided).

Put narrative here.

#### Information on Possible Overlap and Evidence of Support from Affected Departments/Units.

Put narrative here.

#### Evaluation Process for the Proposed Center, including Metrics for Success.

Put narrative here.

#### Budget and Source(s) of Funding.

Put narrative here.

#### Key Center Personnel.

Put narrative here.

#### Facilities Requirements and Plans to Meet Those Needs.

Put narrative here.