

EFFECTIVE DATE	MM-DD-YYYY
LAST AMENDMENT	MM-DD-YYYY

PROPOSAL TEMPLATE FOR ESTABLISHING NEW UNIVERSTIY RESEARCH CENTRES OR INSTITUTES

Responsible Department	Research
Responsible Executive	Provost and Vice-President, Academic
Related policy	Research Centres and Institutes Policy (211)

Proposals for the establishment of a new university research centre or institute must be submitted to the Associate Vice-President, Research, Engagement, and Graduate Studies. The AVP, Research Engagement, and Graduate Studies will distribute the proposal to the Chief Financial Officer and the relevant Dean(s) for review and the Vice President, Academic for review and comment. Successful proposals will then be submitted to the Senate Research Committee.

Submissions will include the following:

1. Rationale for Research Centre or Institute

- a. Proposed name of the Centre or Institute
- b. A description of the Centre or Institute
- c. A concise statement of the mission and research objectives of the proposed centre or institute and its relationship to the strategic research plan and priorities of the university
- d. A description of the scope of activities envisaged
- e. The key collaborative activities and outcomes of the centre/institute to date, and a delineation of how different streams of research fit within a coherent structure within the centre/institute
- f. The research benefits and opportunities that will result from the establishment of the institute, including a 5-year plan for how the proposed institute will facilitate research among scholars within the university and in the wider community, and create opportunities for students
- g. The research benefits and opportunities will result from the establishment of the centre, including a 2 -3 year plan for how the proposed centre will facilitate research
- h. A description of the relationship to the community. An institute would require specific and clear connections with the community. A centre may not necessarily have articulated connections with the community, although the research conducted through the centre should have a relationship to the strategic research priorities.

2. Governance Structure

- a. The organizational structure of the centre or institute
- b. Membership categories, the conditions of membership, and procedures for evaluating and renewing membership
- c. Procedures whereby a Coordinator is identified and appointments are made to the management committee or other relevant committees. Coordinators and Heads would generally be the titles used for a centre (except in the instance of a Research Chair, who may be the Director of a centre)
- d. Procedures whereby a Director is identified and appointments are made to the management committee and other relevant committees. Director is a title reserved for a paid position in a

centre or institute, where funding exists. (e.g. A Director may be funded by an endowment. A Research Chair may be the Director of a centre.)

- e. The privileges and responsibilities of membership
- f. Membership approval process.

3. Proposed Membership

- a. A list of the proposed members of the centre or institute broken down by the various membership categories, and department or institutional affiliations
- b. An abbreviated curriculum vitae for each proposed member.

4. Management Committee

- a. A list of the members of the management committee. An institute requires an articulated management committee structure which includes community (external) representatives, and a Chair to the committee. A centre requires, at a minimum, an advisory committee which may have internal members only.

5. Physical Resources

- a. A description of current research facilities (e.g. laboratories, space, equipment)
- b. An indication of likely future requirements, including a proposed strategy for funding these new or replacement resources.

6. Financial Resources

- a. A detailed budget proposal for the first three years
- b. An indication of how funding may be sought for the resources
- c. An Institute should have secured funding, (e.g. endowment or federal funding) for the Institute and for the Director.

7. Statements of Support and Commitment

- a. Any commitments or agreements to provide space, teaching release time or other resources, including the recovery of indirect costs from contract research, should be documented and letters of support provided that are signed by those authorized to make such commitments.
- b. Directors/Heads/Coordinators would discuss potential considerations about space, release time, and resources, with their Dean and the AVP Research, Engagement, and Graduate Studies.