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| **Proposal for Establishing a Center or Institute**  |
| **Proposed Center/Institute Name** |  |
| **Proposed Director** |  |
| **Contact Information** **(location, phone & email)** |  |
| **Website (if applicable)** |  |
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| **Select Category (based on the** [**Definitions for Determining the Classification of Centers & Institutes**](http://info.umkc.edu/pec/wp-content/uploads/2011/10/Definitions-for-Determining-the-Classification-of-Centers-and-Institutes_March-25-2010.pdf)**)** |
|  | **(1) Teaching**  |  | **(2) Research**  |  | **(3) Outreach/Service/Extension**  |
|  | **(4) Academic Support**  |  | **(5) Fee-Based**  |  | **(6) All**  |
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| 1. **Rationale, Goals and Expected Outcomes**
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| *Provide a mission statement for the center and describe how it relates to the mission of UMKC.* |
| *Describe the multidisciplinary focus of the center.* |
| *Provide goals and a five-year plan for achieving short-range goals and progressing toward long-range goals with measurable outcomes aligned with the mission statement.* |
| 1. **Organization, Governance, and Infrastructure**
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| *Describe the organizational structure and show reporting lines.*  |
| *Identify the academic units that will cooperate through the center and identify which unit will carry primary responsibility for the center (who “owns” the center?).*  |
| *Identify other UMKC centers/institutes that will cooperate with the proposed center and common areas of interest.* |
| *Explain how participants will interact to make decisions on policies and procedures.*  |
| *Define the composition and responsibilities of the advisory board. Describe the responsibilities of the advisory committee and establish term of service. List the university and community stakeholders who have agree to serve on the advisory committee.* |
| *Define immediate and long-term needs for space, equipment, and service contracts.* |
| *Note: It will be the responsibility of the center director to maintain any website where the center’s information is displayed, and to notify the Provost’s Office of any established website and provide the appropriate web link.*  |
| 1. **Personnel**
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| *Provide job descriptions for the director and for full- or part-time staff, faculty, and students who will participate in the Center and their percent effort devoted to center activities.*  |
| *Identify the sources of compensation for personnel assigned full- or part-time to the Center.* |
| 1. **Finances**
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| *Provide a five-year budget and budget narrative that projects revenues and expenses; identifies the sources and distribution of indirect costs; explains any requests for institutional investment; describes plans for loans and paybacks; and reflects existing or potential gifts or grants.*  |
| *In the event the center is terminated, closed, or inactivated, describe how the assets will be distributed.*  |
| 1. **Strategic Partnerships**
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| *Describe any existing or planned partnerships with external entities, e.g., other universities, organizations, corporations, or agencies. Show how such alliances will increase productivity and quality and enhance UMKC’s visibility at the local, state, and national levels.* |
| 1. **Evaluation**
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| *Present an evaluation plan that includes methods for documentation, measures of success, data-oriented evidence of results, and a timetable for the regular assessment of progress.*  |
| 1. **Dean(s) Recommendation**
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| ***Comments:*** |
| **Name** | **Title** | **Dean’s Signature** | **Date** |
|  |  |  |  |
|  |
| **Proposal Submitted by:** |  | **Date Submitted:** |  |
| **Email:** |  | **Phone:** |  |

**Approval Process**

According to UM System Collected Rules and Regulations ([CRR:50.010](http://www.umsystem.edu/ums/rules/collected_rules/administration/ch50/50.010_establishing_centers)), all Centers and Institutes must be approved by the Chancellor. Proposals for the establishment of a new center or institute should be submitted to the Provost’s Office. An appointed committee will review and make a recommendation to the Provost, who will then make a recommendation to the Chancellor. The Chancellor will make a final decision on the proposed center. If the center is approved, the Chancellor will notify the UM System Vice President for Academic Affairs. Additional Information on guidelines, approvals and review of centers & institutes may be found here: <http://info.umkc.edu/pec/centers>.

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| **Approvals** |
| **Committee Review** |
| **Recommendation** |  | **Signature** |  | **Date** |  |
| **Provost Review** |
| **Recommendation** |  | **Signature** |  | **Date** |  |
| **Chancellor Review** |
| **Recommendation** |  | **Signature** |  | **Date** |  |
|  |
| **Unit Notification:** |  |  |
| **UM System Notification:** |  |  |