College of Engineering
Procedure for Creation and Approval of a Research Center or Institute

The Dean may authorize the creation of a research center; however the Vice Provost for Research must approve any new research institute. Research Centers with a focus on single discipline efforts will typically be housed within a department and will report up through a Department Chair. Centers with broader focus, where research efforts routinely cross multiple departments within the College of Engineering, will likely report to the Dean as a College Center. In order for a research effort to qualify as an institute, it must be interdisciplinary in nature, involving collaborators and/or participants from multiple colleges. Efforts that qualify for institute level classification will report to the Vice Provost for Research and as such will not be approved through this procedure.

Primary Faculty (proposed Center Director) should send a formal business plan through his/her Department Chair to the Dean for approval, containing the following information:

1. The proposed name of the new Research Center
2. A mission statement
3. A list of the principal faculty members involved, including director(s) and participating researchers
4. A short summary of the Center's research agenda, including brief descriptions of any funded and/or proposed initial research projects to be managed within the Center.
5. A description of the organizational structure.
6. A description of the initial and potential external funding sources.

The Dean will circulate a memorandum to selected College faculty containing the information provided by the requesting unit. The memo will request their feedback and ask for any concerns.

Once approved by the Dean, the Research Office will be notified of the center and the faculty director.

A formal letter appointing the center director will be initiated by the Dean's office.

Once appointed, the Center Director, Chair and Business Administrator request approval, by the Senior Business Officer, of a new DEPTID and corresponding account codes.