

PROCEDURES

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

PROPOSAL TEMPLATE FOR ESTABLISHING NEW UNIVERSITY 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 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 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. aally3 (a)2.2 (e)-uthrally3 (e)ut492 477 5196 reWdTw 6.24 Td(0105.8m1)8)8t492 477 5196 reWdTw 6.

centre or institute, where funding exists. (e.g. A Director may be funded by an endowment. A