# Request to Establish Center

## Cover Page:

Contact Information:

Proposed Director:

Proposed Director’s Current Title and Unit Affiliation:

Email:

Phone:

Proposal Name of Center:

Signature

Date

## Attachments:

Attach a document that responds to the following items. Do not exceed 15 pages (12-point Times New Roman, 1-inch margins).

**Note**: if a Center is proposed to be established through a Center Grant, that proposal may substitute for this documentation.

1. Mission for the proposed Center.
2. Relevance of the proposed Center’s mission to that of SD Mines.
3. Added value of the Center to the university.
4. Planned activities in the proposed Center in the first 5 years.
5. Personnel and other university resources to be associated with the proposed Center.\*
6. Space needs and how these needs be met.\*\*
7. Advisory Committee(s) name(s) and membership(s).
8. Communications Plan for the Center, including plans for website development and maintenance.
9. Assessment Plan for Center activities.
10. Organizational Chart illustrating the relationship of the Center to other units on campus and to other collaborations within and outside the university.
11. Financial Plan for the first 2 years of operation, as well as estimated income and expenditure projections for the following 3 years. Include a budget justification and sources of funding that will be sought.
12. Continuity Plan for Center activities after initial funding expires (if applicable).

Attach draft by-laws to guide the activities of the proposed Center. This does not have to be within the 15-page narrative limit.

\*Attach letters of endorsement from all Department Heads or Directors with personnel or other university resources to be associated with the proposed Center. This does not have to be within the 15-page narrative limit.

\*\*Attach approvals. This does not have to be within the 15-page narrative limit.

Submit to the Research Affairs Office.