

Centers & Institutes Full Approval Process

Start

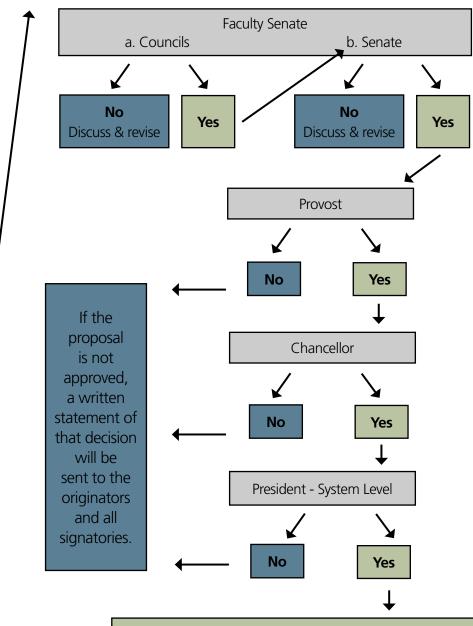
To request full approval, submit a detailed proposal through UMass Amherst's

Course and Curriculum Management System:

- Log in and click "Create a New Proposal."
- Scroll down to "Organizational Units" and click "Create a New Center or Institute."
- Follow the prompts to submit your proposal (including Form T and Form S).

Once submitted, the proposal request goes to the Rules Committee of the Faculty Senate and the Vice Chancellor for Research and Engagement.

The proposal is reviewed sequentially at the following levels:



If the proposal is approved, a copy of the signature sheet (Form S) and any conditions of formation will be forwarded to the originators and all signatories.

Questions?

Contact the Research Council Chair, listed at: <u>www.umass.edu/senate/research-membership</u> or use <u>secretary@senate.umass.edu</u>, 413-545-3611.

Full Approval status Centers & Institutes must submit a Self Study Report for review every five years.