**UMass Amherst Centers and Institutes Interim Approval Template**

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| --- | --- |
| Name of Institute/Center |  |
| Date of Submission |  |
| College/School/Department |  |
| Faculty Director |  |
| Staff Contact *(name, title, email, phone)*  |  |
| Administrative Reporting Contact *(Dept, Dean, VC, etc.)*  |  |
| Website |  |
| FTE Faculty |  |
| Faculty Release Time |  |
| FTE Staff  |  |
| Affiliated Faculty  |  |
| Related Publications *(attach list or include links)*  |  |
| Campus Support Provided (*College/Dept/other)*  |  |
| Space *(specify location)* |  |
| Other In-Kind |  |

Please provide a **narrative summary** that addresses the areas outlined below

and to the extent applicable, please provide a **budgetary summary** as suggested on page 2. Please submit your materials to the Office of the Vice Chancellor for Research and Engagement: vcre@umass.edu

1. **Vision**
	1. What are the central intellectual challenges and research needs that the C/I is addressing, now and over the next 5-10 years?
	2. Who are the stakeholders for the C/I, on and off campus?
2. **Mission and Goals**
	1. What is the mission of the C/I and how does this contribute to the mission of the campus?
	2. What are the peer and aspirant programs for the C/I at other institutions?
	3. What are the goals for the next 5 years?
	4. How does the C/I contribute to the campus strategic plan, and to the plans of the department(s) and School or Colleges involved?
3. **Anticipated Activities and Accomplishments**
	1. How many faculty and students do you expect to be engaged in C/I activities? Describe their anticipated involvement.
	2. Describe the planned activities of the C/I and be specific (e.g., publications, patents, tech transfer, collaborations/partnerships/other engagement activities, awards, multicultural/diversity activities).
	3. Describe the intended scope and impact of the C/I, both within the campus community and externally (e.g., local, regional, national, global)
4. **Funding and Resources**
	1. Describe and provide evidence of adequate financial resources for continued operation of the C/I.
	2. How has/will the C/I leveraged campus resources?
	3. Has the C/I secured campus funding?
	4. What is the plan for sustainability moving forward? In one year? In five years?
	5. Have you been provided new space or will you use existing space for this center/institute? Please include letters of acknowledge for new space allocations.

**Budget Summary**

|  |  |
| --- | --- |
| **Budget Information** |  |
| **A. Revenues by Source**  | **Year 1 (current)** | **Year 2** | **Year 3** |
| Campus Funds  |  |  |  |
| Special State Appropriation |  |  |  |
| Grants and Contracts |  |  |  |
| Endowment |  |  |  |
| Private Contributions |  |  |  |
| Other *(specify)* |  |  |  |
| **Total** |  |  |  |
|  |  |  |  |
| **B. Expenses** |  |  |  |
| Faculty Salaries/Benefits *(include release time)* |  |  |  |
| Staff Salaries/Benefits  |  |  |  |
| Graduate Stipends/Benefits |  |  |  |
| Undergraduate Support  |  |  |  |
| Post-Doctoral Salaries/Benefits |  |  |  |
| Events *(e.g., meetings, symposia)* |  |  |  |
| Travel  |  |  |  |
| Other *(specify)*   |  |  |  |
| **Total**  |  |  |  |

**If you have any questions about this form or procedures and policies for Centers and Institutes, please contact the Office of the Vice Chancellor for Research & Engagement:** **vcre@umass.edu****, 545-5270.**

02/01/17