New Centers and Institutes Checklist

This checklist provides guidance on elements to include in your Center/Institute proposal. The checklist was developed from information available out of the Chancellor’s Office and from CSU campus practices and policies with the goal of facilitating the approval process.

1. □ documentation showing clear support from the academic unit(s) involved

2. □ letter of endorsement from the appropriate college dean or other official

3. □ statement of purpose

4. □ description of how the Center/Institute supports the mission of HSU, contributes to the college, and contributes to research and training. Include identification of similar Centers/Institutes in the region, and how the proposed Center/Institute differs.

5. □ description of planned activities

6. □ identification of advisory board members

7. □ organizational structure of the Center/Institute (include a figure)

8. □ operating procedures

9. □ name of the starting director

10. □ description of faculty and student involvement

11. □ procedure for how new faculty will be selected to participate

12. □ procedure for how faculty may be removed

13. □ description of the method for selection and evaluation of the director

14. □ business plan that specifies the targeted audience, the marketing strategy, resources required, and how resources are used

15. □ projected budget showing where funds will be raised and where disseminated

16. □ estimate of time needed to become financially self-sustaining

17. □ explanation of the return on the investment if university money is used

18. □ explanation of how space will be allocated and where the Center/Institute will be located