



### Centers & Institutes Info Sheet

(For open-ended questions, please attach extra pages as necessary)

DIRECTOR/LEAD CONTACT RESPONSIBLE FOR THE CENTER/INSTITUTE'S OPERATIONS			
Last Name	First	M.I.	Date
Department		Title	
Ext.	Alt. Phone	Email	

CENTER/INSTITUTE INFORMATION	
Name	Date of Formation
Current Formal Charter? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, was it chartered in the past? YES <input type="checkbox"/> NO <input type="checkbox"/>
What is the purpose of this Center/Institute?	
How does the Center/Institute's activity support the mission of HSU?	

Does the Center/Institute have an advisory or governing board? YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the Center/Institute have a physical space dedicated to it specifically? (i.e. not assigned faculty office space) YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, where is it located? On Campus <input type="checkbox"/> Off Campus <input type="checkbox"/> Building #/Address
If on campus, does the Center/Institute reimburse the university for any costs associated with its space occupancy? YES <input type="checkbox"/> NO <input type="checkbox"/>
Does the Center/Institute employ its own staff? YES <input type="checkbox"/> NO <input type="checkbox"/>
What kind of funding or other support does the Center/Institute receive?
Who manages the money received from external sources? Name Email
Trust Account Number: Name of Trust Account:

SIGNATURE OF CENTER/INSTITUTE DIRECTOR	
Print Name	
Signature	Date
<b>***Please attach your Center/Institute's Charter and return to SBS 427***</b>	