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|  | **Institutional Effectiveness in the  Office of Decision Support**  **Proposal to Establish a University, College, Department, or Sponsored-Program Institute or Center** |

**Establishing a a University, College, Department, or Sponsored-Program Institute or Center**

[Florida Board of Governors (BOG) Regulation 10.015](https://www.flbog.edu/wp-content/uploads/10_015_Institutes_and_Centers.pdf) defines the two types of institutes and centers that may be created within the SUS (State University System): statewide centers/institutes and university centers/institutes. All institutes and centers that operate at any SUS university are governed by this BOG Regulation. As required by this BOG Regulation, USF has created [USF Policy 10-063](https://usf.app.box.com/v/usfpolicy10-063), which governs the establishment and operation of institutes and centers at USF. Creating an institute or center at USF requires authorization from USF’s President. Proposals that are approved by the President are submitted to the BOG’s Office of Academic and Student Affairs. The center or institute that is created when the proposal is approved becomes subject to the reporting and evaluation requirements in BOG Regulation 10.015, and the dean who signs off on the proposal becomes responsible for ensuring proper oversight of all center or institute activities, including financial management and reporting requirements.

To seek approval to create a center or institute at USF, this proposal form (excluding electronic signatures), along with a completed budget form (found within this document), must be provided to Dr. Rebecca Gibbons at [revaclav@usf.edu](mailto:revaclav@usf.edu) as a Word document. Please email her any questions you have or call her via Teams at 941/359-4505.

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| **INSTITUTE OR CENTER INFORMATON** | **TYPED RESPONSES** |
| **Institute or Center Name:** |  |
| **Is this Institute or Center funded by the Legislature?** |  |
| **USF campus (Tampa, St. Petersburg, Sarasota-Manatee, or Multi-campus (specify which two campuses or use “All”” if all three):** |  |
| **College/ Division:** |  |
| **Department/School:** |  |
| **Director/Contact (provide USF titles):** |  |
| **Proposed Implementation Date:** |  |
| **Level of Control:** | **( ) University-level organized research unit (Approval of**  **VP for Research is required)**  **( ) College-level organized research unit**  **( ) Department-level organized research unit**  **( ) Sponsored-program based organized research unit** |

**In a succinct, thorough response, please provide the following information:**

1. Describe how the mission, goals, and purpose of the proposed institute or center support the mission, goals, and priorities described in the strategic plans of [USF](https://www.usf.edu/ods/resources/strategic-planning.aspx) and the [Florida Board of Governors](https://www.flbog.edu/wp-content/uploads/2025_System_Strategic_Plan_2019.pdf).
2. Describe a) the research value and capabilities to be added by the new institute or center; b) how the proposed unit will allow faculty, staff, or students to accomplish what could not be accomplished within the existing department or college structure, and c) how the proposed unit will contribute to the research and instructional programs of the USF institution.
3. Describe the administrative and organizational structure of the proposed institute or center; include an organizational chart showing the functions and FTE in person years of all faculty, administration, and staff and their reporting relationships.
4. List the names of faculty members who will participate in the proposed institute or center, either formally or informally. Provide their USF titles, departmenal affiliations, etc.
5. Describe how space, equipment and other resource needs will be met.
6. Describe how resources and expenditures will be tracked at the chartfield level.
7. List any other institutions affiliated with the institute or center (if applicable) and give the key code if it is an SUS Institute/Center.
8. Identify the individual responsible for the required evaluation and reporting requirements described in BOG Regulation 10.015. What is their current role at USF? Will this be a part of E&G funded assignment? Provide complete information about qualifications.
9. Provide a statement outlining a 5-year plan for seeking funding and sustaining support (if applicable). Note that USF Policy 10-063 clearly states that centers and institutes are, by design, entrepreneurial, and that external funding will be expected to provide the largest part of support for each center’s or institute’s operation and activities.
10. If available, attach a 5-year budget that reflects the faculty and staff FTE described in no. 3 above and is consistent with the budget narrative provided in no. 9 above. The budget form can be found on the next page. For any of the columns on the budget sheet, please provide details in the box below to help reviewers understand the budget details. If the 5-year budget is not available, provide the plans for development in the box below. Please note that a proposed 5-year budget may be requested prior to final approval.

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**Approvals for Proposed Center/Institute**

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| **Name of Center/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| The University of South Florida encourages the formation of organized research units to conduct and facilitate coordinated research programs and service activities, to promote collaborations among and across disciplines, to enhance the University’s research strengths, to increase extramural funding, and to foster the application of research to meet societal needs. These units are, by design, entrepreneurial. **Thus, any proposal to establish a new institute or center must make a compelling case for its establishment and its ability to attract external funding in a manner that the host unit could not otherwise achieve.** The submission of a proposal to establish a University institute or center constitutes a commitment by the undersigned to ensure that the institute or center’s activities support the stated mission and goals of the University of South Florida and that the financial commitments reflected in the proposal will be met and that assessment plans and evaluations will comply to USF guidelines. | | | |
| **Approvals** | **Typed Name** | **Signature** | **Date** |
| **President** | President Rhea Law |  |  |
| **Provost and Executive Vice President** | Dr. Eric Eisenberg |  |  |
| **Vice Provost, Strategic Planning, Performance, & Accountability** | Dr. Theresa Chisolm |  |  |
| **Sr. VP, USF Health**  *(if applicable)* | Dr. Charles Lockwood |  |  |
| **VP, Research**  *(For University-level ORU only)* | Dr. Sylvia Thomas |  |  |
| **Resource Management and Analysis** | Nick Setteducato |  |  |
| **Innovative Education**  *(if applicable)* | Dr. Cindy DeLuca |  |  |
| **SACSCOC Liaison** | Dr. Christopher Combie |  |  |
| **Institutional Effectiveness** | Dr. Rebecca Gibbons |  |  |
| **Regional Chancellor**  *(if applicable)* |  |  |  |
| **College Dean** |  |  |  |
| **Department Chair**  *(if applicable)* |  |  |  |
| **Institute/Center Director** |  |  |  |