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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 USF Institute or Center**

[Florida Board of Governors (BOG) Regulation 10.015](https://www.flbog.edu/wp-content/uploads/10_015_Institutes_and_Centers.pdf) governs all institutes and centers that operate at any State University System (SUS) university. 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 University institutes and centers at USF (i.e., not State-level centers and institutes). Creating an institute or center at USF requires authorization from USF’s President through this proposal form. Proposals that are approved by the President are submitted to the BOG’s Office of Academic and Student Affairs. When the proposal is approved, the center or institute becomes subject to the reporting and evaluation requirements in BOG Regulation 10.015, and the Dean or Vice President 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 establish an institute or center (I/C) at USF:

1. Proposer: Complete Questions 1-9 on this proposal form and the Budget Information Sheet included in this proposal form, ensuring that all Question responses are accounted for in the Budget Information Sheet. Submit the form and Budget Information Sheet to Institutional Effectiveness in the Office of Decision Support (via Dr. Rebecca Gibbons at revaclav@usf.edu) as a Word document.
2. Institutional Effectiveness: Review form and Budget Information Sheet for BOG and USF Policy Requirements, and recommend revisions if needed. Submit the Proposal for signatures recommending to the President that the I/C be established. When the President signs this form, the I/C is officially established at USF. Submit notification of establishment to the BOG and add the I/C to the USF Inventory.

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| **INSTITUTE OR CENTER INFORMATION** |  |
| **Institute or Center Name:** |  |
| **Is this Institute or Center funded by the Legislature?** |  |
| **USF campus (Tampa, St. Petersburg, Sarasota-Manatee, or a combination)** |  |
| **College/ Division:** |  |
| **Department/School:** |  |
| **Director/Contact (provide USF titles):** |  |
| **Proposed Implementation Date:**  |  |
| **Level of Control:** | **() University-level organized research unit** **() 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 (proportion of annual time) 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, departmental 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 chart field level.
7. List any other institutions affiliated with the institute or center (if applicable) and give the key code if it is a 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 the support for each center 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 before final approval.

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**Approvals for Proposed Institute/Center (I/C)**

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| **Name of I/C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 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 I/C 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.**Signatory approval by the undersigned does not assure the viability of the proposed budget; only the Dean/Vice President or designee can assure the viability of the I/C’s funding.The submission of a proposal to establish a University I/C constitutes a commitment by the Dean or Vice President assigned oversight to ensure that the I/C’s activities support the stated mission and goals of the USF and that the financial commitments reflected in the proposal will be met and that assessment plans and evaluations will comply to USF guidelines.  Resource Management and Analysis’ is strictly to acknowledge that the proposed I/C will be integrated into annual reporting so it may be independently validated along with the other established I&Cs. |
| **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** | Dr. Sylvia Thomas |  |  |
| **Resource Management and Analysis** | Nicholas Setteducato |  |  |
| **Innovative Education***(If applicable)* | Dr. Cynthia DeLuca |  |  |
| **SACSCOC Liaison**  | Dr. Christopher Combie |  |  |
| **Institutional Effectiveness** | Dr. Rebecca Gibbons |  |  |
| **Regional Chancellor** *(If applicable)* |  |  |  |
| **College Dean** |  |  |  |
| **Department Chair** *(If applicable)* |  |  |  |
| **Institute/Center Director** |  |  |  |