**NEW INSTITUTE OR CENTER PROPOSAL**

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| Institution: | Choose an item. |

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| --- | --- |
| Date of anticipated implementation: | Click or tap to enter a date. |

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| --- | --- |
| Request to establish a(n): | [ ] Institute[ ] Center |

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| --- | --- |
| Scope: | [ ] Extensive Scope & Outreach (ESO)[ ] Limited Scope & Outreach (LSO) |

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| --- | --- |
| Type: | [ ] Academic, Teaching, or Research[ ] Student, Faculty, or Community Service |

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| --- | --- |
| Institute/Center title: | Click or tap here to enter text. |
| Institute/Center acronym (if applicable): | Click or tap here to enter text. |
| Organizational location: | Click or tap here to enter text. |
| Physical location: | Click or tap here to enter text. |
| Institute/Center head:Phone:Email: | Click or tap here to enter text. |

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| --- | --- |
| Anticipated annual cost: | Click or tap here to enter text. |
| Total dollar amount for next 5 years: | Click or tap here to enter text. |
| Funding sources: | Click or tap here to enter text. |
| Total number of faculty/total number of new faculty: | Click or tap here to enter text. | Click or tap here to enter text. |
| Total number of staff/total number of new staff: | Click or tap here to enter text. | Click or tap here to enter text. |

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| Rationale for the new institute or center: |
| Click or tap here to enter text. |

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| Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees. |

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| Chief Academic Officer Signature – Date | Institutional Executive Officer Signature – Date |

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| documentation required for new institute or center: |
| 1. Description
* Goals and objectives
* Purpose and relationship to the mission and strategic plan of the University
* Congruence with the programs of the academic unit(s)
* Distinctiveness and rationale for the institute or center
* Identified faculty strengths related to the institute or center
 |
|  | Click or tap here to enter text. |
| 1. Organizational structure and governance
* Organizational structure for the institute or center
* Staff and qualifications
 |
|  | Click or tap here to enter text. |
| 1. Financial support
* Five-year budget projection with revenues by funding source and expenditures by category
 |
|  | Click or tap here to enter text. |
| 1. Evaluation
* Indicate the kind of evidence that will be used for evaluating progress in the following areas:
	+ Achieving unit goals and objectives
	+ Instructional, research, and/or service outcomes
	+ Financial performance
	+ Organizational effectiveness
 |
|  | Click or tap here to enter text. |