

Guidelines for Preparing a Proposal for New Centers and Institutes at Georgia College

Start of Block: Introduction

Q25 Guidelines for Preparing a Proposal for New Centers and Institutes at Georgia College

Q1 Proposals should include detailed information that addresses all areas outlined in this template as well as a formalized business plan. Center proposals will first be reviewed by the appropriate Chair and Dean and then Provost, while Institute proposals will be reviewed by the Provost (or designee as appropriate). All proposals will undergo final review and approval by the University President.

End of Block: Introduction

Start of Block: I) Proposal

Q2 I) Part One - Proposal

Q6 A. **Context:** Summarize the origins and rationale for establishment.

Q3 B. Timeline: Indicate the target date for Center/Institute launch.

Q7 C. Center/Institute Name and Structure: The proposed name for the Center or Institute and the rationale for the name. Also provide a description of the organizational structure of the unit (director, assistant director, student workers, leadership board, relationship to other units on campus, etc...). This must include a discussion of how students will be active participants in the Center or Institute structure. Please note, you will be asked to include an organizational chart/table below, in the business plan.

Q8 D. Center/Institute Purpose: Describe how the entity will advance the University's mission and what gaps/needs will be addressed if the Center or Institute is established.

Q9 E. Mission and Goals: A mission statement that clearly describes the Center or Institute's purpose, measurable goals, and objectives. The statement should link to the University's statement of mission, current Strategic Plan, and should provide clear indication of desired outcomes.

Q10 F. University Relations and Commitment: Identify and explain the institutional commitments to the Center/Institute. List examples. Include information such as faculty affiliates, staff affiliates, funding, administrative support, Advancement affiliates, etc. Please discuss the interdisciplinary nature of the Center or Institute in this section.

Q12 G. Research and Scholarship: Describe the proposed research/scholarly agenda(s) associated with the Center or Institute. For Institutes, map out a curriculum plan and associated learning objectives for-credit courses that will be offered (if applicable). Are there opportunities for continuing education offerings? What programming will the Center or Institute offer? Describe multi-and interdisciplinary research endeavors and research related activities the unit is anticipated to conduct.

Q13 H. Consultations: Document the entities that have been consulted within and/or outside of the University. Copies of any letters of support must be included with the proposal.

Q14 I. Community Contribution: What is the target community for the Center/Institute? Describe the proposed contribution to the community. The description should include: technical assistance needed, capacity building opportunities, resource sharing, and continuing education.

Q15 J. Impact and Outcomes: Describe the proposed impact on for faculty, students, staff, and the community. Document how these metrics will be designed and tracked.

Q16 K. Communications Plan: Identify the frequency and vehicle for the new unit to communicate with the University community and to external stakeholders.

Q17 L. Relationships: Describe the relationship of the proposed unit to the faculty and to other educational programs, Centers, Institutes, the community, or other external constituencies. Indicate faculty, staff, students, student organizations, and/or external stakeholders that will be involved in operations, activities, and/or outreach.

End of Block: I) Proposal

Start of Block: II) Proposed Business Plan:

Q18 II) Part Two: Proposed Business Plan

Q19 A. A budget that includes anticipated revenues and expenses for the first five years of operation.

Q20 B. Current external funding, if any, and the duration of that funding. A proposal must be submitted to and approved by the Provost prior to the initiation or acceptance of external funds. In some cases, a grant proposal may be used to justify establishment of the Center or Institute. In such circumstances, the principal investigator must provide sufficient time for the Chair, Dean, and Provost to evaluate the proposal.

Q21 C. Potential sources of internal funding and how those resources plan to be leveraged.

Q22 D. Analysis of the anticipated true cost of the unit including any in-kind donations (e.g., personnel, operating supplies, travel, equipment, space, etc.).

Q23 E. A long-term methodology and plan to sustain the unit.

Q24 F. Listing of faculty and staff who will be involved in the proposed unit, what their roles will be, and the impact the new unit will have on their current responsibilities (if any). CV's for current faculty and staff should be included.

Q25 G. The unit's proposed administrative structure and organizational chart.

Q26 H. The space, equipment, or other physical requirements. Explain how existing facilities and resources will be used, or what facilities and resources must be added.

End of Block: II) Proposed Business Plan:
