

**FLORIDA INTERNATIONAL UNIVERSITY  
REQUEST FOR A NEW CENTER OR INSTITUTE**

**BACKGROUND**

1. **Title of Proposed Unit** \_\_\_\_\_
2. **CIP Code(s)** \_\_\_\_\_
3. **Proposed Date for Initiation of Unit** \_\_\_\_\_
4. **Contact Person** \_\_\_\_\_
  - a. **Telephone** \_\_\_\_\_
  - b. **E-mail** \_\_\_\_\_
  - c. **Fax** \_\_\_\_\_

If this is a request for a center, please list the institutes, if any, that will be included under the center.

**PURPOSE: OBJECTIVES, MISSION, AND PRIORITIES**

**5. Unit Objectives and Contributions**

- 5.1. What is the discipline focus of the proposed unit?
- 5.2. What are the goals, objectives, and the rationale for the proposed unit?
- 5.3. What is the relationship of the proposed unit to the University's mission, priorities, and strategic themes?
- 5.4. For proposed research centers and institutes, explain how graduate and undergraduate education will be integrated with research.
- 5.5. What specific needs will the proposed unit meet and what measurable contributions will the proposed unit make to the University's mission, priorities, and strategic themes, to the Board of Governors' Strategic Plan, and to statewide priorities and needs?
- 5.6. What is the demand for the proposed unit's services? What clientele will the proposed unit serve?
- 5.7. How many graduate and/or undergraduate students will be engaged in the proposed unit's activities? How many postdoctoral fellows?

- 5.8. How many research or clinical professors will be supported in the unit?
- 5.9. For proposed research centers and institutes, explain how the unit's goals and objectives follow the pathways of funding for research.
- 5.10. What percentage of the proposed unit's efforts will be devoted to instruction, research and development, public service/outreach, technology transfer, other?

**6. Organization**

- 6.1. Describe the proposed unit's organizational structure.
- 6.2. Explain how the proposed unit is organized to meet its objectives.
- 6.3. Outline the composition of the internal or external advisory board.

**7. Outcomes**

Define the suite of outcomes by which the success of the unit will be gauged. Each outcome must have a corresponding measurable indicator to assess the proposed unit's success compared to department levels without the center or institute. Specific measurable outcomes might include:

<b>Outcome</b>	<b>Measurement Indicator</b>
Increased research, scholarship, creativity	<ul style="list-style-type: none"> <li>• Number of peer-reviewed publications</li> <li>• Number of other publications/media produced</li> <li>• Number of faculty research presentations</li> <li>• Number of performances, exhibits, or other venues for creative display</li> </ul>
Increased Faculty integration/collaboration/support	<ul style="list-style-type: none"> <li>• Number of research workshops hosted</li> <li>• Number of guest scholars hosted</li> <li>• Number of collaborative projects among FIU, industry, or clinical partners</li> </ul>
Increased Graduate Student Support	<ul style="list-style-type: none"> <li>• Number (FTE) of graduate students supported</li> <li>• Number of graduate committees served on by center/institute faculty</li> <li>• Number of graduate committees chaired by center/institute faculty</li> </ul>

<b>Outcome</b>	<b>Measurement Indicator</b>
Increased Education and Training	<ul style="list-style-type: none"> <li>• Number of FTE generated</li> <li>• Number of continuing education activities/training contact hours provided</li> <li>• Number of conferences hosted</li> <li>• Number of certificates granted</li> </ul>
Increased University and Public Service	<ul style="list-style-type: none"> <li>• Number of committees/boards chaired or served on</li> <li>• Other contributions of expertise</li> </ul>
Increased Public Recognition	<ul style="list-style-type: none"> <li>• Awards or honors received</li> <li>• Number of media publications/appearances</li> </ul>
Increased Self-sufficiency	<ul style="list-style-type: none"> <li>• ROI from contracts and grants &gt; 1.5</li> <li>• ROI from instruction and service &gt; 1.5</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• Self–assessment instrument</li> </ul>

## **8. Resources**

- 8.1.** Describe the total resource requirements. Complete the appended table to reflect all sources of funds, including state, non-state, and reallocations.
- 8.2.** List all personnel, titles, time and effort to be committed to the proposed unit and the salary source for the time.
- 8.3.** Indicate who will supply physical facilities, space and administrative support for the unit.
- 8.4.** Describe faculty relationships, released time agreements, and overhead recovery (F&A) sharing.
- 8.5.** Designation of institutional stewardship: if the director leaves, will a new director be brought in?

## **9. Quality Assurance Processes**

- 9.1.** Describe the processes that will produce evidence to demonstrate the quality of the unit, for example
  - Evidence that the unit supports the University’s mission, priorities and strategic themes, the Board of Governors’ Strategic Plan, and statewide priorities and needs.
  - Evidence that the unit’s product or outcomes achieve stated objectives

- Evidence of organizational effectiveness
- Evidence of results from evaluations being used to improve the unit's effectiveness.

**Table 1**  
**TOTAL RESOURCE REQUIREMENTS FOR THE PROPOSED NEW UNIT**

		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
1	Total Resource Requirements			
2	Resources Available from Federal Sources			
3	Resources Available from Other Non-State Sources			
4	Existing State Resources			
5	Resources Available through Internal Reallocation			
6	New State Resources Required			
	<b>Breakdown: New State Resources Required</b>			
7	FTE Staff			
8	Personnel Services			
9	Equipment and Instructional Needs			
10	Library			
11	Other Support Services			

**APPROVAL FORM**

**(Center/Institute Name)**

**(Proposed Implementation Date)**

Approval of this request for a new center or institute constitutes a commitment by the signatories that the proposed center or institute will adhere to the University and Board of Governors' Guidelines on Centers and Institutes and will support the mission and goals of the University.

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Center Director

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Department Chair(s)

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Dean(s)

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Vice President for Research (if applicable)

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Provost