
Guidance MEMORANDUM-03

Establishing a Center

The steps to establish a center at Missouri S&T are as follows:

1. Submit a formal proposal through the department chair or unit director, and Vice Provost and Deans to the Vice Provost for Research. The proposal must include the following details.
 - a. Name of the Center and name of unit responsible for overseeing the Center.
 - b. Type of Center:
 - A – research centers that have a PeopleSoft finance node and follow the definition as stated in Collected Rules and Regulations (CRR) 50.010 C
 - B – academic support centers that have a PeopleSoft finance node and follow the definition as stated in CRR 50.010 C
 - C – centers for marketing purpose
 - c. Vision and mission of the Center.
 - d. Need for such a Center, including an assessment of comparator centers/institutes/research groups at other universities in the country.
 - e. Center objectives, quantitative measurable goals and success criteria.
 - f. Plan for achieving the Center objectives.
 - g. Description of the extent to which the Center will have a measurable and significant impact on the best-in-class and strategy metrics stated in the S&T’s Strategic Plan. Also, a description of the measures(s) to be used to assess the impact, the magnitude of the expected change and the timeline for results in tabular form using the following format.

Measures to assess impact on strategy metrics (Customer)	Magnitude of expected change	Timeline of results	Rationale

- h. Description of how the Center is aligned with the S&T’s Strategic Plan, specifically related to education and training, including doctoral, on-line and distance students.
- i. Description of the extent to which the Center overlaps with the mission of existing centers at S&T and feasibility of incubating the Center as part of another existing center.
- j. Identification of academic departments and other units to be initially involved.
- k. Identification of all personnel to be initially involved and their qualifications; a projection over a five-year period of additional personnel requirements; and a brief description of the appropriate qualifications for each additional position.
- l. Description of available space and equipment, and/or a description of space and equipment to be requested.

- m. Budget and budget justification for each year of recurring and one-time funds requested from the campus general revenue allocation. Matching funds, if available, should be included in the budget and source of revenue described in the budget justification. The start date, in order of preference, is July 1 or January 1.
2. The Vice Provost for Research will review the proposal and forward it to the Provost with his/her recommendation, or return it to the proposer for clarification or additional information.
3. Provost will review the proposal and forward it to the Chancellor with his/her recommendation.
4. Center will be established upon approval by the Chancellor.

BASIS: University of Missouri Collected Rules and Regulations - [50.010 Establishing Centers](#)

K. Krishnamurthy
Vice Provost for Research