

*Missouri University of Science and Technology*  
*Office of the Vice Chancellor of Research*

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**Guidance MEMORANDUM-03**

**Establishing a University Research Center**

The steps to establish a University Research Center (URC) at Missouri S&T are as follows:

1. Review the guidelines on [University Research Centers \(URCs\)](#) and the appropriate CRR [50.010.Establishing Centers](#)
2. Submit a formal proposal through the department chair(s) and the appropriate Dean(s) to the Vice Chancellor of Research. The proposal must include the following details:
  - a. Name and title of the person(s) proposing the creation of the URC.
  - b. Name of the University Research Center.
  - c. The unique value of the URC to the University, and the distinction to any similar URCs.
    - i. Describe the vision and mission of the URC
    - ii. Describe the need for such a Center, including an assessment of comparator centers/institutes/ research groups at other universities in the country
    - iii. Describe the URC objectives and the plan for achieving those objectives.
    - iv. Include a requested budget
  - d. Description of how the URC fits with S&T's strategic plan.
  - e. Information on the Director position and the organizational structure.
  - f. Identification of faculty (or qualifications of type of faculty), other personnel, and academic programs that will be involved with the URC (initially and over a three-year period).
  - g. Staff involvement, if any (initially and over a three-year period).
  - h. Student involvement, if any (initially and over a three-year period).
  - i. Annual budget for the URC or the estimated expenditures per year (initially and over a three-year period).
  - j. Estimated fiscal resources and potential sources of funding (e.g., state, private, endowment, grant, contract, or other).
  - k. Space and equipment needs of the URC and a description of how they will be met.
  - l. Description of administrative control and lines of authority for the URC.
  - m. The metrics to be used to evaluate the URC's feasibility at its initial review after three years.
    - i. Provide measurable goals and success criteria.
  - n. How the website will be maintained.
3. The Vice Chancellor of Research will review the proposal and forward it to the Chancellor with his or her recommendation, or return it to the proposer for clarification or additional information.
4. The URC will be established upon approval by the Chancellor.

C. Tsatsoulis  
Vice Chancellor of Research