**Proposal for the Establishment of**

**CENTER X**

at the University of Michigan, School of / College of \_\_\_\_\_\_\_\_\_\_\_

**M University of Michigan**

**Prepared by**

XXXX

Department of XXXX

Dean’s Office Staff Assistance:

xxxxxxx

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Part I – Executive Summary & Proposal

**Part I – Executive Summary**

The Executive Summary is a concise, unified presentation of the main sections of the proposal, sufficient in content that a reader has a complete understanding of the proposal without reading the entire document. (Should not exceed two pages.)

Recommendations:

* Clearly state what is being proposed and what action is being requested from whom.
* Identify how the resources being requested will be used to secure independence and sustainability.
* Provide key, informative reasons why the proposal should be supported and the value created. (If risks or barriers have been identified, make sure to address them.)

Part II – Center Business Plan

1.0 Strategic Vision

**1.0 Strategic Vision**

This section should demonstrate an understanding of the bigger picture—what the Center intends to become and the role of the Center as part of the broader research and clinical enterprise at Michigan. Clearly articulate how the Center fits into the University mission and, as relevant, its three major components—education, research, and service and / or patient care. A Center Proposal should rationally integrate existing programs and engage faculty from diverse disciplines who have current research focuses that are consistent with or complementary to the mission and goals of the Center.

Subsections that should be included:

* Mission: A declaration of the purpose, priorities, and aspirations of the Center.
* Goals: Specific objectives of the Center.
* Integration: Assessment of the University of Michigan research landscape. Who else is doing this or something similar? Provide strategy for overarching integration. If integration of an existing activity is not planned, provide rationale for its exclusion.

1.1 Center Mission

1.2 Goals

1.3 Integration

2.0 Center Initiatives / Programs

**2.0 Center Initiatives / Programs**

This section should begin with a brief overview of the major initiatives and / or programs (e.g., research, education, core service, etc.) that will be the hallmark of the Center. Subsections should be used to highlight each program in greater detail, including a brief description of the short- and long-term objectives, the coordination with and importance to the Center as a whole, timing for implementation and dependence on the acquisition of key resources. *A Center should not merely house a number of siloed programs*.

2.1 Program A

Summary:

Objectives:

* text
* text

Timing:

Please see ***Appendix 1.1*** for a detailed account of Program A

3.0 Academic Peer Assessment

**3.0 Academic Peer Assessment**

In this section, explain how the Center fits into that landscape of the field of the Center’s primary focus. Provide a concise evaluation of similar programs that exist at other institutions and their level of success (i.e., is there precedent?). What will distinguish the University of Michigan? What is the Center’s competitive advantage(s)?

4.0 Administration, Governance & Key Faculty

**4.0 ADMINISTRATION, GOVERNANCE\*\* & KEY FACULTY**

The University recognizes the importance of a strong and committed leadership team for the success of a Center, specifically:

* Complementary attributes and strengths.
* Staying power.
* Common vision.
* Ability to work as a team.
* Professional and past experiences.
* A relationship with the reporting authority.
* \*\* See Bylaws Template

Center proposals should clearly define the key managers, scientific / operational advisors, and governance. A preliminary organizational chart should be included to demonstrate how authority and responsibility are distributed.

Discussion points for Key Faculty section:

* How will faculty be associated with the Center (appointments, affiliations, etc.)?
* What are the general rules or requirements for faculty participation?
* How is credit shared or contributions to an interdisciplinary program recognized?

4.1 Administration

4.2 Governance

4.3 Key Faculty

5.0 Milestones & Timeline

**5.0 Milestones & Timeline**

Center proposals should summarize the planned ramp up of all relevant programs and should highlight the timing of major milestones of the Center, including:

* Initial governance & administration kick-off
* New initiative / program launches
* Major faculty hires
* Significant space requirements

The Milestones & Timeline section should tie into the Required Resources and Financial Planning sections of the proposal.

**5.1 Milestones**

**5.2 Timeline**

6.0 Resources Required

**6.0 Resources Required**

Identify the major incremental space, staffing, and equipment needs that will be required to take the Center from the launching phase to fully operational. Also include any commitments or agreements made with Departments or other stakeholders regarding:

* Administrative management (finance, HR, grant administrator, etc.),
* Space management,
* Sharing of recruitment costs, and
* Joint agreements.

This section should correspond with the Timeline and Financial Planning sections of the proposal.

6.1 Departmental Support

6.2 Space

6.3 Faculty & Staff

6.4 Equipment & Other Resources

7.0 Financial Planning

**8.0 Financial Planning**

Briefly describe the short- and long-term strategy for securing funding that leads to financial independence and sustainability. The Financial Planning section should show the projected direct costs and expected revenue sources of the new Center, and should include:

* 3-5 year forecasts of direct costs and revenues,
* Departmental commitments and funds flow relationship, and
* An identification of sources and uses of funds

Financials should correspond with the Timeline and Required Resources sections of the proposal.

7.1 Financial Overview

7.2 Financial Projections

8.0 Metrics of Sustainability & Success

**8.0 Metrics\*\* of Sustainability & Success**

Centers should become independently sustainable. Performance measurements that gauge the progress and success of the Center should be clearly stated. [See examples of metrics in Best Practices Guide.]

Centers should also build in conditions for sunsetting in business plan. [See examples of metrics in Best Practices Guide.]

Part III - Appendices

Appendix 1.0: X

1.1 X

Appendix 2.0: X

2.1 X

2.2 X