### **[A new institute/center is one not currently included on the** [**List of Institutes and Centers Office of the Provost site**](https://provost.umich.edu/resources-policies/academic-program-center-planning/centers-institutes/list-of-institutes-centers/)**]**

### **General Information:**

1. **Institute/Center Name:**
2. **Contact Person:**
3. **Contact Phone:**
4. **Contact Email:**
5. **Campus Address:**
6. **Campus Zip:**
7. **Web Address:**

### **Proposed Center/Institute Questions:**

1. **What is the mission of the proposed institute/center (I/C)?**
	* Clarify the specific objectives that would be achieved by this institute/center that are currently unmet within existing structures.
	* How does it align with the university's broader mission? (Response limited to 1⁄2 page.)
2. **What are the measurable goals and key performance indicators (KPIs) for the I/C's success?**
	* Provide specific metrics to assess the outcomes and value-added by the I/C.
	* What will success look like, and how will it be measured?
	* How will you demonstrate outcomes that would not have been possible without the I/C? (Response limited to 1⁄2 page.)
3. **What is the timeline for establishing the I/C?**
	* When was the initial idea for the I/C conceived?
	* Are there specific milestones, and what is the projected timeline for full establishment?
4. **Does the I/C have dedicated physical space?**
	* Provide specific square footage or space allocation for the I/C and explain its suitability for its activities.
5. **Who does the I/C director report to, and what unit oversees its budget and operations?**
	* Identify the primary oversight structure and clarify reporting lines.
	* Who manages the I/C's operations, budget, and staffing?
6. **What is the faculty composition of the I/C, and how is interdisciplinary collaboration supported?**
	* How many faculty members are involved in the I/C, and from which schools/colleges?
	* If applicable, how is the faculty executive committee structured?
	* Are clear governance and decision-making processes in place, especially for interdisciplinary collaboration?
7. **What is the current staffing structure of the I/C?**
	* List the names, job titles, and appointment fractions for key staff members within the I/C.
8. **Has the I/C received any notable recognition or awards?**
	* Provide examples of any honors or external recognition for the I/C’s contributions or achievements.
9. **What is the financial history of the I/C over the past 3 years?**
	* Provide a breakdown of total expenditures by fund for at least the past three years
	(or as applicable). This should include details on how funds are allocated and spent.
10. **What is the level of student support provided by the I/C?**
	* Break down the student support expenditures for the previous fiscal year by categories such as grants, fellowships, GSRAs, and support for student projects.
11. **How would the I/C adapt to fluctuations in General Fund support?**
	* Describe how the I/C would adjust if there were a 10% increase or decrease in General Fund support.
	* What activities would be prioritized or scaled back? (Response limited to 1⁄2 page.)
12. **How does the I/C align with the strategic direction of the school/college and university?**
	* Explain how the I/C contributes to the broader goals of the school/college and university.
	* How does it support strategic initiatives, particularly in emerging fields of inquiry or cross-disciplinary efforts?
13. **What external funding strategy does the I/C have in place?**
	* Provide details of the financial strategy for securing external support, such as philanthropy, sponsored activities, grants, and partnerships.
	* How will the I/C ensure long-term sustainability?
14. **What governance model will be implemented for interdisciplinary collaboration?**
	* If faculty members from multiple schools/colleges are involved, clarify the governance model, decision-making processes, and how the unit will balance contributions across disciplines.
15. **What internal support is committed to the I/C during its establishment phase?**
	* Confirm the level of internal resources and support (including financial and operational) that will be available to sustain the I/C until external funding is realized.