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| **INTRODUCTION** |
| The *Concept Paper* is the initial draft of the *Application for the* **Establishment a New CSCU Center or Institute***,* based upon the Policy Statement and Policy Guidelines for The Establishment of Centers and Institutes which the initiator(s) should become familiar with and utilize as a guide. Submission of the *Concept Paper* to the CSCU Academic Council affords the initiator(s) the opportunity to receive critical, informative feedback from the System’s chief academic officers; whose endorsement is a prerequisite for submission of an *Application* to the Board’s Academic and Student Affairs Committee that decides upon the establishment of centers/institutes.  **NOTE:** The Microsoft Word table text boxes below are automatically expandable and the *Concept Paper* is limited to six pages, excluding budget. |

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| **PROPOSED NEW ENTITY** |
| **Title of Proposed Center or Institute:**  **Primary Focus:**  **Institution(s) and Institutional Unit(s):**  **Initiator(s)/Faculty Status and/or Position:**  **Directions:** Summarize the investigative research, academic development, student interest, and/or any business/industry or service involvement that led to the generation of the idea for the proposed entity. |

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| **NEED** |
| **Directions:** Define the need (a gap between the actual state of affairs and the desired state) for the proposed center or institute, and the manner(s) in which the proposed entity would address the described need; both of which must be substantiated by reputable research. |

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| **GOALS AND OBJECTIVES** |
| **Directions:** State the goals (broad statements of desired results) and objectives (specific, measurable steps to achieve the stated goal) of the proposed center or institute and their relation to the institution’s mission; which serves as the foundation for the evaluation plan. |

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| **ADMINISTRATION, FACULTY AND STAFF** |
| **Directions:** Present: (1) the administrative structure of the proposed entity, (2) its departmental affiliation(s); (3) the identification of faculty and staff to be initially involved in the operations of the proposed center or institute, including discussion of their roles and responsibilities. |

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| **BUDGET AND SUSTAINABILITY** |
| **Directions:** Exhibit on attached form and explain in narrative below an estimated, itemized budget for the first year of operation, including space and equipment; projections to cover expenditures in each additional year of the initial three-year approval period; and the identification of revenue sources, a majority of which must be self-sustaining and/or external to the institution(s). |

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| **EVALUATION PLAN** |
| **Directions:** Delineate a formal plan to: (a) monitor the implementation of activities to achieve the stated goals and objectives, (b) ascertain the extent to which the goals and objectives are actually achieved, and (c) usage of the evaluative results for decision-making and organizational improvement during the initial three-year approval period. |

**Projected Budget**

(whole dollars only)

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| **BUDGET CATEGORY** | **YEAR 1** | **YEAR 2** | **YEAR 3** |
| **REVENUE** |  |  |  |
| 1. Gift/Grant (specify source) |  |  |  |
| 1. Gift/Grant (specify source) |  |  |  |
| 1. Institutional Funds (specify) |  |  |  |
| 1. Institutional Funds (specify) |  |  |  |
| 1. Entity’s Operational Funds (specify) |  |  |  |
| 1. Entity’s Operational Funds (specify) |  |  |  |
| 1. Other Revenue (specify) |  |  |  |
| 1. Other Revenue (specify) |  |  |  |
| 1. Other Revenue (specify) |  |  |  |
| **TOTAL REVENUE** |  |  |  |
| **EXPENDITURES** |  |  |  |
| 1. Personnel |  |  |  |
| 1. Fringe Benefits |  |  |  |
| 1. Travel |  |  |  |
| 1. Equipment & Supplies |  |  |  |
| 1. Contractual |  |  |  |
| 1. Other (specify) |  |  |  |
| 1. Other (specify) |  |  |  |
| 1. Other (specify) |  |  |  |
| 1. **Total Direct Costs** |  |  |  |
| 1. **Indirect Costs** |  |  |  |
| **TOTAL EXPENDITURES** |  |  |  |
| **REVENUE - EXPENDITURES** |  |  |  |
| **OPERATIONAL BALANCE**  (to be taken forward to next year) |  |  |  |