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| **INTRODUCTION** |
| The format for the *Proposal to Establish a CSCU Center or Institute* is 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 *Proposal* 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 a *Proposal* 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. |

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| **PROPOSED NEW PROGRAM** |
| **CSCU Institution:****Title of Proposed Center or Institute:****Primary Focus:****Institutional Unit(s):****Initiator(s)/Faculty Status and/or Position:** |

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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 (b) state the manner (action plan) in which the proposed entity would address the described need. **NOTE:** Both the need and the action plan 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. State the relationship of the goals and objectives to the institution’s mission, and assert how the proposed entity would add value to the institution. If the goals and objective include affecting and/or actively involving the institution’s students and/or some other audience, state explicitly what that impact and/or involvement would be. **NOTE:** The goals and objectives will serve as the foundation for the proposed entity’s Evaluation Plan. |

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

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| **BUDGET AND SUSTAINABILITY** |
| **Directions:** Exhibit on Projected Budget form and explain below in narrative 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 four-year provisional period, and the identification of funding sources, a majority of which must be either self-sustaining and/or external to the institution. **NOTE:** Specify each itemized source of revenue in narrative. |

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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) use the results for program improvement and decision-making during the initial four-year provisional period. |

**Projected Budget**

(whole dollars only)

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| --- | --- | --- | --- | --- |
| **BUDGET CATEGORY** | **YEAR 1** | **YEAR 2** | **YEAR 3** | **YEAR 4** |
| **REVENUE** |  |  |  |  |
| 1. Gift/Grant
 |  |  |  |  |
| 1. Gift/Grant
 |  |  |  |  |
| 1. Institutional Funds
 |  |  |  |  |
| 1. Institutional Funds
 |  |  |  |  |
| 1. Operational Funds
 |  |  |  |  |
| 1. Operational Funds
 |  |  |  |  |
| 1. Other Revenue
 |  |  |  |  |
| 1. Other Revenue
 |  |  |  |  |
| 1. Other Revenue
 |  |  |  |  |
| **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 minus EXPENDITURES** |  |  |  |  |
| **OPERATIONAL BALANCE** |  |  |  |  |