

SONOMA STATE UNIVERSITY
Office of Research & Sponsored Programs
New Centers & Institutes Proposal Application
 (For open-ended questions, please attach extra pages as necessary)

DIRECTOR/LEAD CONTACT RESPONSIBLE FOR THE CENTER/INSTITUTE'S OPERATIONS			
Last Name	First	M.I.	Date
Department		Title	
Ext.	Alt. Phone	Email	

CENTER/INSTITUTE INFORMATION	
Name	Date of Formation
Current Formal Charter? YES <input type="checkbox"/> NO <input type="checkbox"/>	If no, was it chartered in the past? YES <input type="checkbox"/> NO <input type="checkbox"/>
What is the purpose and planned activities of this Center/Institute?	
How does the Center/Institute's activity support the mission of SSU?	
What is the involvement of faculty, staff and students and how will they be selected?	
Does the Center/Institute have an advisory or governing board? YES NO If yes please attach list of members.	
Does the Center/Institute have a physical space dedicated to it specifically? (i.e. not assigned faculty office space) YES NO	
If yes, where is it located? On Campus Off Campus	Building #/Address
If on campus, does the Center/Institute reimburse the university for any costs associated with its space occupancy? YES NO	
Does the Center/Institute employ its own staff? YES NO	
What kind of funding or other support will the Center/Institute receive? Centers & Institutes are to be self supported without additional funding from the campus unless approved in advance.	
Who manages the money received from external sources? Name	Email
Fund Number:	Name of Fund:

SIGNATURE OF CENTER/INSTITUTE DIRECTOR	
Print Name	
Signature	Date

****Please return to Arcelia Sandoval, Compliance Officer, ORSP by email arcelia.sandoval@sonoma.edu ****