

SONOMA STATE UNIVERSITY
Guidance to Keep in Mind When Forming a New Centers or Institute

This checklist provides guidance on elements to include in your [*New Centers & Institutes Proposal Application*](#). The checklist was developed from information available out of the Chancellor's Office and from CSU campus practices and policies with the goal of facilitating the approval process.

1. Documentation showing clear support from the academic unit(s) involved
2. Letter or emailed memo of endorsement from the appropriate college dean or other official
3. Statement of purpose
4. Description of how the Center/Institute supports the mission of SSU, contributes to the college, and contributes to research and training. Include identification of similar Centers/Institutes in the region, and how the proposed Center/Institute differs.
5. Description of planned activities
6. Identification of advisory board members
7. Organizational structure of the Center/Institute (include a figure)
8. Name of the starting director
9. Operating procedures
10. Description of faculty and student involvement
11. Procedure for how new faculty will be selected to participate
12. Procedure for how faculty may be removed
13. Description of the method for selection and evaluation of the director
14. Business plan that specifies the targeted audience, the marketing strategy, resources required, and how resources are used
15. Projected budget showing where funds will be raised and where disseminated
16. Estimate of time needed to become financially self-sustaining
17. Explanation of the return on the investment if university money is used
18. Explanation of how space will be allocated and where the Center/Institute will be located