



## What Are Centers and Institutes?

Centers and institutes are officially recognized academic and administrative units created to advance scholarly activity at Utah State University (USU). They serve as vital components of USU's land-grant mission by fostering research, education initiatives, and community engagement.

### Centers

A center is an organized unit—typically within a single college—whose mission is to sponsor, coordinate, and promote research, training, instruction, and/or service. Centers operate on a five-year application and renewal cycle. Centers often focus on specific disciplines or topics and provide targeted support for faculty, students, and outreach activities. An R401 Final Approval is required before a center can be established or promoted for marketing purposes.

### Institutes

An institute is an organized unit of the university supported by one or more colleges or by central administration and may house one or more centers. An institute's mission is to sponsor, coordinate, and promote research, training, instruction, and service on a broader scale than a center. Institutes have a wider scope and are often associated with a physical organizational infrastructure. They are generally funded through secure, ongoing sources. Establishment of an institute requires approval by USU's Board of Trustees and institutes are generally subject to a five-year review and renewal cycle. Institutes strengthen USU's land-grant mission by fostering interdisciplinary collaboration, providing stable resources, and serving both the university and the broader community.

## Proposal Requirements

1. **Mission and Vision:** A clear statement of the mission and vision. A detailed explanation of the center or institute's purpose.
2. **Goals and Objectives:** Clearly defined goals and objectives, along with methods for achieving them, supported by measurable outcomes.
3. **Evaluation Criteria:** Qualitative and/or quantitative measures with associated goals. Methods for evaluating the success of the center or institute.
4. **Participants:** A list of participating faculty members and academic units.
5. **Governance Structure:** The proposal should explain how the director is chosen, their responsibilities, term length, and time commitment. Institutes are encouraged to have an advisory committee to support the director and ensure effective leadership aligned with the center or institute's mission.
6. **Space and Facilities:** An inventory of existing laboratory, office, and related facilities designated for use, along with a detailed description of any new space requirements.
7. **Funding and Budget:** Details on new or committed resources is required. Description of what current, external, and internal funds will be utilized. Financial resources must be sufficient to meet university requirements, including indirect cost recovery. Anticipated or required approvals from appropriate administrators.