

Checklist for Review of Campus Centers

Definition and Purpose:

- Designation as a Campus Center provides a group of researchers with the use of the "Center" title and a structure for its collaborative activities.
- Provides an infrastructure for research development that promotes synergistic interactions between a group of researchers within a school or across schools.
- The Center's research purposes should be complementary to the academic goals of UCI.
- Faculty loosely organized around a common set of research problems do not constitute a Campus Center.
- Centers do not have jurisdiction over courses or curricula and cannot offer formal courses for credit.
- Normally established for a period of three years.
- Required to report annually on progress as a condition of continued funding by the Office of Research, which is generally limited to the first three-year term.
- Designation as a Campus Center may be extended, upon appropriate review by the Academic Senate Council on Research, Computing, and Libraries (CORCL), but the extension does not guarantee continued funding by the Office of Research.
- All administrative and facilities support (including space) is provided by the academic unit as part of its normal service to the faculty.
- The Deans or Department Chairs of the affiliated faculty will be asked to comment on the quality and significance of the proposed unit. The Dean(s) will also be asked to confirm their school's support, if any, for budget resources and space, computing, or other administrative infrastructure for the proposed Campus Center.

Proposal (not to exceed a total of 10 pages, excluding CVs and letters of commitment):

Well-defined goals and objectives

- Special attention should be paid to the creative value and significance of the proposed research unit and its anticipated contribution to knowledge.

- Include description of proposed collaborations and research activities to be undertaken. Discuss how the proposed Center would integrate the separate activities of the participating faculty to develop a synergy greater than their individual efforts.
- Explain how designation as a Campus Center would help accomplish the goals of the group and why those goals are not attainable within the existing departmental structures.
- Describe how objectives will be implemented (be as detailed as possible) and how performance will be monitored and measured.
- Provide timeline that spells out the stages of development in the research program over the three years for which recognition is requested.

Leadership and Participants

- Identify proposed director and attach CV. Campus Center Directors must be tenured faculty members who are appointed for the three-year life of the Center, and report to the Dean of their respective school. The Director may not hold a concurrent appointment as Dean, Associate Dean, or Department Chair, unless approved by the Vice Chancellor for Research.
- Include list of the participating faculty, brief CVs (two to three pages each), and copies of letters or e-mail in which they have formally agreed to participate in the proposed Center.

Evidence of Academic Peer Review

- All Campus Centers will have an academic peer review of their collaborative research performance and potential. Acceptable forms of peer review would be from national funding agencies such as NSF, NIH, etc.
- If peer review has not taken place, CORCL lead reviewers will conduct the review and may solicit letters from external reviewers in the field to address the timeliness and/or importance of the Center's activities.

Evidence of Permanence

- A record or, for new groups, the promise of ongoing collaboration among the Center's participants.
- A minimum term is three years.

Financial and Administrative Commitments

- The proposed Center should have minimal administrative funding committed for a minimum of three years.
- A Campus Center may be established without campus funding if other sources are available and if it is the designation which holds the most value to the research team.
- If additional funding will be needed, a detailed budget proposal and justification is required, commensurate with the Center's goals and activities.
- List anticipated expenses and identify sources of support, e.g. from the Dean(s), Department Chair(s), Vice Chancellor for Research, and/or extramural sponsors.
- Appropriate research expenses include workshops and symposia, research assistants, materials and supplies, equipment and facilities, and general assistance. Faculty salaries will not be supported as part of the Center budget.
- Funds provided to the Center are designated for "seed" research initiatives and are not intended to fund an independent administrative structure.
- Favorable review does not guarantee funding from the Office of Research (OR). Support from OR will generally not exceed \$15,000 per year, generally is limited to the first term of the Center's existence, and may not be expended for staff personnel costs.
- Statement of the research group's potential for extramural awards and fundraising, as well as an explicit plan for pursuit of extramural support, consistent with existing opportunities.

Library Resources

- Assessment by the UCI Libraries indicating the need for additional library resources to support the Center or the adequacy of existing resources.
- Inquiries may be directed to the University Librarian's office.

Relationship to Existing Units

- Describe the relationship of the proposed Campus Center to other existing related Centers, ORUs, Special Research Programs, and School Centers.
- Identify and explain areas of potential overlap.
- Letters of support from directors of related Centers/Institutes

are desirable.

Proposal Review:

- The Vice Chancellor for Research (VCR) will submit the complete proposal and the Deans' comments to CORCL for its review and recommendations.
- The CORCL lead reviewers may request additional information from the proposers by sending an e-mail request to the CORCL Analyst.
- External review will be sought only if there is no evidence of peer review. The lead reviewers will draw from the list of proposed names and/or may contact other reviewers considered appropriate. All external reviews will be treated as confidential, subject to the policies of the University of California.
- The lead reviewers will present recommendations to the full CORCL. The advice of CORCL concerning the establishment of a Campus Center will be taken as advisory by the Vice Chancellor for Research.

Renewal of Designation:

- Campus Centers may apply for renewal by submitting a proposal to the Vice Chancellor for Research, summarizing accomplishments over the life of the Center and specifying goals for the next three- (or five-) year period.
- The proposal should be received in the VCR's office at least three months prior to the Center's expiration date.
- The Vice Chancellor for Research will ask the appropriate Dean to assess the Center's accomplishments over the past term, the quality and significance of the research being conducted under its auspices, the Center's success in integrating the separate activities of the faculty to develop a synergy greater than those individual efforts, and any other information the Dean views as relevant to the renewal process.
- The Vice Chancellor for Research will forward the request for an extension to CORCL to conduct an academic review and provide its recommendation.