

Eastern Michigan University

ACADEMIC INSTITUTES, LABORATORIES, AND CENTERS: PROPOSAL GUIDELINES

Please review the EMU policy and procedures for academic institutes, laboratories, and centers before proceeding with this application. A unit may be designated an academic institute, laboratory, or center only after final approval of this proposal by the President or his/her designee.

An original and four copies of the proposal should be routed to the Associate Provost and Associate Vice President for Research, 106 Welch Hall. Proposals should be limited to 25 pages. The following sections must be included:

A. TITLE PAGE

Include signatures of director, co-directors, and appropriate senior administrator to which the proposed unit will report.

B. PROPOSAL SUMMARY

Provide a description of an unmet need of the University/community that will be served by the proposed unit. Describe how the unit is uniquely qualified to meet that need. State the University funding requested during each of the first three years of unit operations. (The funding request will be detailed in Section E.1. of the proposal.)

C. GOALS

Describe the long-term (5 years) and short-term (1 year) goals of the unit. Describe the relationship of the goals to the University's mission and strategic directions, and strategic initiatives of the division, college, and related units as applicable. Describe the measures that will be used to evaluate whether or not the unit is meeting its goals.

D. OBJECTIVES

List specific objectives for the unit. Describe how each objective supports the unit's goals, both long-term and short-term. Provide a timeline and list the person(s) responsible for achieving each objective.

E. INSTRUCTION, RESEARCH, AND SERVICE

1. Instruction

If appropriate to the mission and goals, describe any training and instructional activities sponsored by the unit. For credit programs, estimate the amount of credit (SCH) by year produced by each program. For noncredit programs, estimate per year the number of persons served and hours of training provided. Describe the delivery system for each program (type and location, clientele, extent of online instruction, subcontracts to vendors, etc.).

2. Research

If appropriate to the mission and goals, describe the research and scholarly (or, where appropriate, creative) activity (publications, presentations) anticipated for the unit. Relate the capabilities and services of the unit to the interests of external sources of funding. List organizations that would be served and their potential for providing operating and sponsored project support.

3. Service

If appropriate to the mission and goals, describe any services that the unit will provide to the University, local community, region, state, nation, and world.

F. COLLABORATION WITH ACADEMIC UNITS

List academic units with which the unit intends to collaborate. Describe the nature of the collaboration. Describe how benefits of sponsored projects and other unit activity (e.g., indirect cost recovery, recognition, patents, licenses) will be shared.

G. INFRASTRUCTURE

1. Organization

Describe the unit's organizational, management, and administrative structure. List all faculty and staff who will provide work for the unit and their roles, compensation, and contributions. Append signed letters of commitment for all participating faculty and staff. Describe any plans for creating an advisory board or oversight committee and list potential members.

2. Location

Describe the unit’s physical location and work environment. If off-campus space is to be rented, include square footage and rental cost. If additional on-campus space is needed, describe the nature of and requirements for that space (square footage, accessibility to stakeholders /customers, wet lab space, internet connectivity, power requirements, etc.).

3. Equipment

Describe any major equipment items required by the unit. What are the priorities and space requirements for equipment to be purchased? Provide an itemized cost and acquisition plan.

4. Marketing

Describe plans to publicize the services and accomplishments of the unit among stakeholders and potential clients. Describe plans to cultivate sponsor support and positive relations with actual and potential sponsors.

H. BUDGET AND SOURCES OF REVENUES

1. Unit Budget

Provide a budget for each of the first three years of operation in the following format. The budget must include all costs of unit operation, including start-up costs. Provide sources of funding for all elements of cost. The “General Fund Allocation” figures listed (if any) will be the total amount of funding requested from the University. Funding from “Indirect Cost Recovery” will include the anticipated unit share of indirect cost recovery allocations from all externally sponsored unit activities. Append letters of commitment for all “Other EMU Contributions.”

Fiscal Year	Total Unit Budget	Source of Funding					
		Gen. Fund Allocation	Indirect Cost Recovery	Other EMU Contributions	External Grants/Contracts	Other External Income	Gifts
Salaries/Wages							
(by name)							
Fringe Benefits							
Consultants							
Travel							

SS&M							
Equipment							
Other							
Total							

Provide a detailed budget narrative. The narrative must include the following three elements:

- a. Total Budget. Provide detail by year for all elements of operating support, grouped by budget category (personnel, consultants, travel, SS&M, equipment, other).
- b. Start-up Costs. Provide cost estimates for lab/office space, equipment, and furnishings. List the resources already in place and the cost of obtaining additional resources that are minimally needed. If applicable, provide an estimate of required renovation costs for existing lab space and a plan for financing that renovation.
- c. Sustainability. Describe the unit plan for long-term financial sustainability including any phase-in of external operating support. Describe the unit goals to offload administrative costs onto non-federal grants or contracts, and onto federal grants where costs are project related in a direct way.

2. List of Proposals Submitted

Append a complete list of currently pending proposals submitted for external funding by key unit personnel (as listed in Section G.1). Include only proposals submitted through ORD that, if funded, will be housed directly within the unit. Include the ORD transmittal number, proposal title, sponsor, amount requested, name of principal investigator, project period, and date submitted. (Records may be obtained from ORD upon request).

3. List of Awards

Append a complete list of external grants/contracts awarded during the past three years by each of the key unit personnel (as listed in Section G.1). Include only awards processed through ORD. Include the ORD transmittal number, proposal title, sponsor, amount requested, institutional matching funds, indirect cost budget, name of principal investigator, project period, and date submitted. (Records may be obtained from ORD upon request).

4. Other Income

Describe any other income expected to be generated by the unit (e.g., gifts, fees, memberships, tuition from short courses, training, etc.).

5. Fundraising and Friend-Raising

Describe plans to cultivate philanthropic support of the unit. Describe plans to cultivate donors and partners. Describe potential for new relationships and opportunities for the university due to efforts of the unit.

I. APPENDICES

1. Letters of commitment from participating faculty and staff
2. Letters of commitment/offers of support by other units
3. List of proposals submitted by key unit personnel
4. List of grants received by key unit personnel