

The University of Alabama at Birmingham
Center & Institute Approval Process – 4 Steps
***Please carefully review this entire document ***

BoT Rule 503: [500 Series: Academic Affairs and Student Affairs](#)
UAB Establishment of C/I: secure4.compliancebridge.com/uab/public/getdoc.php?file=2

Purpose: This document outlines the process by which units seeking to establish a **new** instruction or research center or institute receive institutional and Board of Trustees' (BoT) approval and comply with BR 503 and UAB policy.

Step 1: Initial Concept Approval

- Complete the **Center and Institute Concept Form** and submit to your Dean or institute (e.g. Associate Dean for Research).
- Upon approval, the Dean's office combines the completed concept form and a brief letter of support in a single PDF and submit it to the Senior Associate Vice President for Research (Dr. Jason Nichols, jjn@uab.edu).
- If the concept is approved, the concept will progress to a Full Application – **See Step 2.**

Step 2: Proposal Development & Full Application

- Complete the full **Center and Institute Application Form** and submit it to your Dean with:
 - NIH-style biosketch for proposed center or institute director
 - Org chart depicting the proposed center within the current organizational structure
 - Note: center and institute director appointments are made by the Provost (teaching centers) and Vice President for Research (research centers) per the UAB policy on centers and institutes.
 - If the full application is approved at the Dean's level, the application will progress to UAB Institutional Review and Approval – **See Step 3.**

Step 3: UAB Institutional Approval

- Submit an Application Packet to the Senior Associate Vice President for Research for central administration review (Dr. Jason Nichols, jjn@uab.edu). An Application Packet consists of following materials combined into a single PDF:
 - *Center and Institute Application Form*
 - NIH-style biosketch for proposed center or institute director (do NOT submit a CV)
 - Org chart depicting the proposed center within the current organizational structure
 - Dean's letter of support, including committed resources and a description of the proposal review process
 - Department Chair letter of support, including committed resources
 - Division Director letter of support (if applicable), including committed resources
- If the full application is approved at the UAB Institutional level, the application will progress to Board of Trustees Review and Approval - **See Step 4.**

Step 4: University of Alabama Board of Trustees Approval

Upon receiving institutional approval in Step 3, the final step in the process, is to establish the center through a Board Resolution from the UA System BoT. This part of the process is completed in conjunction with the applicant's Dean's office who works with Kirsten Burdick, the UAB Board Liaison, to ensure all necessary information and documentation are provided in a complete submission package for the BoT Meeting Agenda.

The following items are required for a complete BoT submission package:

Board of Trustees Submission Package Checklist		
Item	Responsible Party	Notes
Agenda Recommendation Form	Applicant Department or Dean's Office	
Board Resolution	Applicant Department or Dean's Office	<i>Must include the name of the Center Director or indicate that a national search will be conducted. Must include detailed discussion of financial support.</i>
Dean's Letter of Recommendation to the Provost	Applicant Dean's Office	
Budget Review Memo	SVP for Finance and Administration	<i>*New requirement by the System Office; Kirsten Burdick, UAB Board Liaison, will forward application packet to SVPFA to request memo</i>
Letter of Support from Provost to President * instruction centers	President- Provost Office and UAB Board Liaison	
Letter of Support from Vice President for Research to President *research centers	President – VPR Office and UAB Board Liaison	
Letter from President to the Chancellor	UAB Board Liaison	

Center applications are reviewed on a rolling basis and must be received at least 60 days prior to the deadline for Academic Affairs Items to be added to the Board of Trustees Meeting Agenda. On average, this means that applications should be submitted for institutional approval at least **four months** prior to the Board of Trustees Meeting date on which they would be considered. For example, to be considered at the Board of Trustees Meeting in June, the applicant center or institute proposed director in conjunction with their Dean's office must submit their peer-reviewed application packet by February to be added as an Academic Affairs Agenda Item by the April deadline.

The UA System Board of Trustees meets five times throughout the year. A complete list of meeting dates and deadlines can be found on the UAB Board Liaison Office website: <https://www.uab.edu/boardliaison/calendar>.

UAB BoT deadlines and form requirements can be found on the UAB Board Liaison Office website (<https://www.uab.edu/boardliaison/>). Kirsten Burdick, the UAB Board Liaison, is an excellent resource for examples of resolutions and previous submissions.

Center and Institute Concept Form

Aspiring centers and institutes must complete this form as Step 1 in obtaining approval from the applicant's Dean's office and the Senior Associate Vice President for Research on the general concept of the proposed center or institute. Please complete this form and send it to the appropriate Dean's office or other designated official (e.g. Associate Dean for Research). Following the Dean's office review and approval of the concept, the Dean's office will share this form along with a brief letter of support in a single PDF to the Senior Associate Vice President for Research (Dr. Jason Nichols, jjn@uab.edu).

Proposed Center or Institute Name	Distinction of Proposed Center or Institute
Proposed Director Name	
Director School/College	
Director Department	
Director Division (if applicable)	
Proposed Associate Director Name(s)	
Administrator Name	

Purpose of Proposed Center or Institute. Indicate whether the proposed center or institute is primarily focused on activities related to the instruction of students or the conduct of research and justify why a new center/institute is needed (*300 words max*).

Distinction of Proposed Center or Institute. Describe how the proposed center or institute is unique or distinct from existing institutional entities, including but not limited to currently approved programs, centers, and institutes (*300 words max*).

Proposed Center or Institute Budget. Provide actual and proposed sources of financial support for proposed center or institute over an inaugural five-year period:

	Year 1	Year 2	Year 3	Year 4	Year 5	5-YEAR TOTAL
REVENUES						
UAB						
School/College						
Dept/Division						
Grants						
Gifts						
Other*						
EXPENSES						
Personnel						
Equipment						
Pilot Programs						
Community Engagement						
Training Programs						
Seminars						
Recruitment/Retention						
Other*						
NET						

*Describe other potential sources of revenue/expense: