

Per [NDUS Policy 307.1](#), centers and institutes require notification and approval of the State Board of Higher Education in two phases: exploration (requires the completion and approval of a strategic plan but is prior to beginning any fundraising efforts); and approval (upon completion of planning and programming work but prior to hiring faculty or accepting students). [NDUS Procedure for Policy 307.1 Institutional Organization Notice and Approval](#).

<b>Name of Center/Institute:</b> _____
<b>Department:</b> _____
<b>College:</b> _____
<b>Physical Location of Center/Institute:</b> _____
<b>Contact Name:</b> _____
<b>Title:</b> _____
<b>Phone Number:</b> _____
<b>Email Address:</b> _____

**Type of Center:**       Departmental       Collegiate       University

**Center Objective(s):**

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**Relationship of the Center/Institute with Administrative Structure of Campus.** Identify and explain relationships to other institutions, agencies, state, or federal programs:

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**Rationale.** Explain the need for the proposed center/institute, who it will serve, and as assessment of the potential value to both the university and other clientele.

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**Duplication.** Does the establishment of the center duplicate or enhance any existing NDUS center?       Yes       No

**Center Organization.** Describe the organization structure of the proposed center, including who has authority to commit the center's financial obligations, if there will be an advisory committee (list areas of representation); if the center will have statutory authority, how staffing and equipment requirements will be met:

**Visibility.** Estimate the number of clients who will be served each year: \_\_\_\_\_

**Center Assessment/Evaluation.** How will the effectiveness of the center be evaluated in terms of cost, stated objectives, and its benefit to both the clientele and the university?

**Anticipated Program Budget:**

**Will new space be required?**       Yes       No

**What resources are required for the Center/Institute?**

**Will the Center/Institute seek grant funding?**       Yes       No

**Number of Staff/Faculty:** \_\_\_\_\_

**Endorsed by:**

Department Head/Chair

College Dean

Provost