

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](#).

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

Report on results of fundraising, planning, and programming work undertaken during the exploration process, as well as an updated strategic plan. (If more space is required, attach additional documentation.)

Endorsed by:

Department Head/Chair	Dean
Provost	