

Procedures for Establishing New Research Centers at UW Bothell

Multi-disciplinary research collaboration is a strategic priority for UW Bothell. Proposals for new centers when no central university funds are requested can be developed with the assistance of the UW Bothell Office of Sponsored Research, which will coordinate the review process and guide institutional expertise to support new centers. The center charter is the governing document for the center. The procedures described below are intended to make the work of UW Bothell research centers more visible both internally and externally, thereby attracting the support and interest of potential sponsors, collaborators and students.

Faculty and staff proposing to create a new center should develop a draft charter for the proposed organization. Note that all proposed centers must follow this process regardless of external designation. Similar existing centers that wish to be housed within a different parent unit must follow the charter authorization procedures and include a letter of support from the leader of the parent unit. The charter should describe the purpose and proposed administrative and fiscal structure of the organization, and include the following content:

- General Purpose of the Center including areas of education, research and/or service.
- Congruence with Role and Mission that references the mission of the campus and of the parent unit (e.g., school, campus or tri-campus).
- Description of Institutional Capability for Implementing the Unit describing the institutional resources that are particularly important for the Center's operation.
- Description of the Administrative Structure of the Unit and Reporting Relationships including the relationship to other campus units.
- Description of Fiscal Control Provisions which includes designation of a responsible fiscal officer for the Center and description of accounting procedures, use of general funds, terms and conditions of expenditure and authorization, and any agreements that create exceptions for the center to campus policies and operating procedures.
- Center Operating Policies cover governance, appointment of a director and other staff as well as membership procedures, rights, privileges and responsibilities.
- Resource Implications are illustrated with a 5-year revenue estimate (with source of funds); 5-year expenditure plan/budget; 5-year cash flow; and discussion of any anticipated impact on revenue for other campus units or the campus as a whole.
- Impact on Programs, Curricula, and Other Campus Services describes how the center or institute is expected to affect other programs, existing centers, or services on the campus including use of space and equipment.
- Sunset Provisions describe the actions to be taken in the event the center does not reach its goals and/or is not reauthorized.
- Compliance and research integrity expectations are documented in an appendix with resources identified.

The Assistant Vice Chancellor, Research (AVC-Research) presents the draft charter to the Vice Chancellor for Academic Affairs (VCAA) and the Vice Chair of the General Faculty Organization (GFO) for approval before proceeding to campus review.

The draft charter is posted on the UW Bothell Office of Sponsored Research (OSR) website for review with instructions for submitting comments and will be posted for at least 30 days during the period faculty are on contract, Sept 15 to June 15. The AVC-Research will notify the tri-campus leaders that the public comment period is open and invite them to respond.

The anonymous feedback is compiled and shared with the proposal developers for possible revision of the charter before formal consideration by governing bodies.

AVC-Research shares a summary of the anonymous feedback and any revisions to the charter with the VCAA Leadership Council (VLC) and General Faculty Organization Executive Committee (GFO EC) and requests time at an upcoming meeting to review.

Proposal developers discuss the charter and any revisions made since the comment period with VLC and the GFO EC.

After consideration, each governing body communicates their recommendations to the proposal developers who are given a final opportunity to revise the charter.

The final charter is submitted to the VCAA for formal review and consideration.

Concurrent to this process, approval from the UW Office of the Provost is requested following the university procedures and guidance detailed on the [UW Research Centers](#) page.

If a positive recommendation is made by all governing bodies, the VCAA submits the program plan & charter to the Chancellor for final review and approval. Approval for each new center will be for an initial period of five years.

If the proposal fails to meet with approval at any stage during the process, detailed feedback regarding the basis for the decision will be given to the proposal developers who will have the opportunity to resubmit a new charter that is responsive to the concerns after a period of six months.