Application for Senate Approval, Research Centre or Institute

Please refer to Faculty Handbook Section 3.C.9 for Brock University policies governing Research Centres and Institutes, and for the definitions of key terms in this form.

1. Application to create a Research \_\_\_ Centre \_\_\_ Institute

2. Proposed Centre/Institute name:

3. Application lead(s) (Denote the contact person with \*):

4. Reporting to (if multiple reporting lines, list all):

5. Summarize the intended mandate or focus of the Centre/Institute, emphasizing the benefits reasonably anticipated for researchers, students, and the University, and what distinguishes it from existing Centres, Institutes, Departments, and similar units at Brock University. Where possible, briefly illustrate alignment with the Institutional/Faculty Strategic Plans (max. 1000 words).

6. If there are Centres, Institutes, or major research initiatives with similar names or mandates already operating in Ontario, list them and briefly explain the distinctiveness and value of the proposed initiative in light of the existing groups (max. 500 words).

7 (a). Please use the following table to list prospective members who have indicated an interest in substantive participation in the Centre or Institute. Add rows to the table as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Rank | Department(s) | University\* or  Organization\*\* | Research specialization keywords (≤5) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*if not Brock University

\*\*if not university-based

7 (b). Include prospective members’ academic CVs in a separate appendix. CVs should be prepared for public posting (i.e., without birthday, home address, personal telephone, or similar personal information), as Senate minutes are publicly available online.

8. Scientific, scholarly, and creative excellence, as well as fairness and justice, are served by ensuring that Centres/Institutes comprise diverse memberships, reflecting gender equity and inclusive of members of historically equity-seeking groups. Please describe the processes or strategies that will ensure inclusivity in the membership and leadership of the proposed Centre/Institute (max. 300 words).

9. Provide the governance document or constitution for the Centre or Institute. Such a document should clearly specify such governance details as:

* the scope and duties of the Director;
* how the Director is appointed, reviewed, renewed, and, if necessary, removed from the post;
* the mechanisms by which other organizational positions are filled (Associate Director, appointees to any standing committees, etc);
* the categories, criteria, privileges, and responsibilities for membership in the Centre/Institute;
* the mandate, size, selection, and composition of the Advisory Board;
* the decision-making model for the Board and Executive;
* to whom the Centre/Institute will report directly – one Dean, multiple Deans, or the Vice-President, Research;
* whether and how any external non-University members will participate in governance;
* how any special compliance-based, legal, or fiduciary obligations involved in establishing or participating in the Centre/Institute (e.g., non-disclosure agreements associated with research involving industry partners) will be managed; and
* clear acknowledgement of the primacy of Brock University policy over any provisions of the Centre’s or Institute’s governance document.

The selection of the Director and other executive positions, as well as decision-making processes more generally, must reflect principles of collegial governance, transparency, and the overall authority of Brock University policy over the operations of Senate-approved Centres and Institutes.

It is permissible for a Centre/Institute to stipulate an Inaugural Director for a period of up two (2) years upon initial approval, in advance of the appointment of a Director by regular mechanisms as specified in the constitution. Note that both operational resilience and succession planning are well-served by having an Associate Director position in addition to a Director. While no term limits are mandated, the position of Director is not to be a permanent nor an indefinitely renewed appointment; a well-managed Centre or Institute should attract and develop a range of colleagues capable of serving as Director over the longer term.

Note that under University governance, Centres and Institutes are not enfranchised to directly enter into contracts or Memoranda of Agreement. All such agreements must be approved and signed by the relevant senior administrator.

10. Briefly summarize the most significant planned milestones or intended outcomes for the Centre/Institute (for example: major research events, collective grant applications, program

development, partnerships, IP commercialization) over the period of Senate approval. Reflecting on progress towards these outcomes will be a component of the annual review process for the Centre/Institute. However, new opportunities and changing circumstances are also to be expected over time; this flexibility is provided for in the annual review process. (Please expand the chart as necessary.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year One | Year Two | Year Three | Year Four | Year Five |
|  |  |  |  |  |

11. Centres only: If the Centre is intended to house an academic program, please include a summary of the program, the status of its development, and a timeline for its introduction and approvals.

12. Provide a projected multi-year budget for the Centre/Institute. Add and label additional itemized rows as necessary. The budget should appropriately reflect the capacity of the Centre/Institute to accomplish the outcomes provided above in Section 10. The line items provided below are illustrative; Centres/Institutes may not require all of them, and may include others.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expense (Revenue)/Year | Year One | Year Two | Year Three | Year Four | Year Five |
| Course releases |  |  |  |  |  |
| Stipends |  |  |  |  |  |
| Staff salaries, benefits |  |  |  |  |  |
| \*(List staff position descriptions individually) |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Training |  |  |  |  |  |
| Research events |  |  |  |  |  |
| Printing, copying, communications, marketing |  |  |  |  |  |
| Travel |  |  |  |  |  |
| Total expenses |  |  |  |  |  |
|  |  |  |  |  |  |
| Advancement/Donations |  |  |  |  |  |
| Grant funding |  |  |  |  |  |
| Funds from Dean(s) |  |  |  |  |  |
| Funds from Vice-President, Research |  |  |  |  |  |
| Total revenues |  |  |  |  |  |
| Expected carry-forward |  |  |  |  |  |
| Total budget |  |  |  |  |  |

For anticipated revenues through grants, advancement, or operating fund commitments, include evidence of the firmness of the commitment or likelihood of success, and explain how planned activities may proceed, or be modified, if the funding opportunity (a grant application, for example) is delayed or unsuccessful. A letter of support from the Dean, Vice-President, Research, or other revenue source should express as clearly as possible the commitments listed in the budget, and make clear any respect(s) in which the commitments are contingent or tentative.