

Procedures for Establishing a Research Institute or Center

1. A mission statement.
2. ORU By-laws.
3. A financial plan addressing issues of immediate and long-term sustainability (requested University funds, if any). Funding for ORUs should be exclusively or primarily from external sources.
4. Relevance of the center or institute to the University's research strategic plan.
5. Background, including existing efforts and faculty involved at UTSA.
6. The role of the center or institute in undergraduate and graduate education.
7. Proposed staffing.
8. The effective date.
9. Internal and external letters of support from informed individuals, and statements of support from relevant department heads and deans (or Associate Deans for Research).
10. Organization and expectations of the scientific advisory board if applicable.
11. An organizational structure that includes an advisory board whose members are not affiliated with the research center or institute.
12. Discuss specific objectives of the proposed ORU with a description of how objectives will be monitored and performance will be measured.
13. Provide a timeline for the stages of development in the research program over the first five years.
14. Provide projections of numbers of faculty members (tenured or tenure track) and students who are expected to participate in the ORU over the five-year period. Core membership must include a minimum of five faculty members from each of two or more colleges for institutes. Proposals for the establishment of Centers should include a minimum core membership of 3 faculty members (tenure or tenure-track).
15. A statement of how the research of each of the individual researcher would be integrated with the proposed ORU to develop a synergy greater than their individual efforts. The nature of the participation of each of the proposers should also be included in the statement.
16. Opportunities for Extramural Funding Analysis: A concise evaluation of the opportunities for seeking and obtaining extramural funding support should be discussed (external grants, contracts, private and corporate donations, etc.).
17. A list of submitted proposals; and a list of awarded grants and/or contracts.

Attachment and Appendices should provide the following information:

1. Brief biosketches (two pages each) of the proposers.
2. Statement from all of the faculty members who have agreed to participate in the proposed ORU.
3. Resource requirement projections with a five-year budget and requirements for space, capital improvements, and other resources. A written confirmation of assigned space from the academic unit in which the program will be physically located is required.
4. Budget projections should include anticipated sources of funding, and justification for itemized expenditures within the objectives of the program.
5. Names of potential outside reviewers who have no conflict of interest with the proposed ORU or the proposers. The list should include at least ten specialists of national and

international prominence within and outside the UT system, with a brief description of their areas of specialization, institutional affiliations, and contact information.

Proposals for the establishment of ORUs will be reviewed with the following criteria in mind:

1. Plans for involvement of faculty members across more than college and/or department if relevant.
2. Organized around a research theme aligned with the university's research themes with a high potential benefit for research, creative work and education at the University.
3. Proposed Director is appropriate for the administration of the ORU and has demonstrated administrative skills and the ability to generate extramural support.
4. The ORU has a unique niche within UTSA and does not duplicate the foci or efforts of already existing ORUs.
5. Plans for involving graduate and undergraduate students in its research activities if relevant.
6. Cost of start-up and space required from the University with documentation of relevant commitments for support.
7. The likelihood of developing self-sustainable funding within a reasonable period of time with estimates of levels of support needed for maintenance and growth of the ORU.