

Establishment of Research Centers and Institutes

1. Policy Statement

- 1.1. This policy articulates the authorities, processes, and procedures for establishing and disestablishing research centers and institutes at Oregon State University (“the university”).

2. Reason for Policy

- 2.1. The mission of research centers and institutes at the university is to motivate, facilitate, and support OSU faculty to grow the University’s research and education enterprise across colleges and disciplines and increase the impact and visibility of multidisciplinary research.
- 2.2. These policies and procedures provide a standard process for creating, reviewing, and terminating university research centers and institutes.

3. Scope & Audience

- 3.1. This university policy applies any time a university research center or institute is established or disestablished.
- 3.2. These policies and procedures apply to any organization within the university that is called a center or institute without regard to their reporting lines, funding (e.g., from a single college or Research Office) or origin, including centers and institutes created and funded through federal calls for proposals, state legislative action, internal university initiatives or external gifts.

4. Definitions

- 4.1. The nature of interdisciplinary efforts change over time and it is unadvisable to try to write standard definitions for every relationship that may develop among university faculty. All of the terms used to refer to interdisciplinary research enterprises, such as alliances, collaboratories, consortiums, facilities and others are not defined.
- 4.2. **The Academic Strategies Committee (“ASC”)**: A Committee of the Oregon State University Board of Trustees established to assist the Board of Trustees in its oversight of the teaching, research, and public service missions of the University. The ASC consists of the trustees appointed by the Board Chair. The Provost and Executive Vice President and the Vice President for Research are ex officio, non-voting members of the ASC.
- 4.3. **University Research Centers (“Centers”)**: A research, public service, or teaching unit established on a continuing basis for the coordination, promotion, and funding of strategic university interests that transcend college or even university boundaries which report to the Office of Research. A center provides an organizational base for the enhancement of interactions in a given academic area or closely related areas. Centers exist primarily to foster research, public service, and/or teaching activities that are focused around one topic, issue, or goal but typically require the efforts of faculty or other professionals from several departments, schools, colleges throughout the university. A center may provide the infrastructure support functions needed by a group of faculty with shared education, research or service interests and may occupy contiguous space. Funding may be provided intramurally or extramurally.
- 4.4. **Centers and Institutes Review Team (“Review Team”)**: A committee appointed by the Vice President for Research and administered by the Research Office that evaluates existing centers and institutes and makes recommendations to the Vice President for Research.
- 4.5. **University Research Institutes (“Institutes”)**: An organized research unit established on a continuing basis primarily for the coordination and promotion of faculty research interests which reports to the Office of Research. The breadth of research projects transcends department, school, college, or even the University’s boundaries. Public service activities and programs related to and arising from research conducted within an institute help advance institutional goals. An Institute focuses on research, provides opportunities for interdisciplinary activity, facilitates efforts to obtain extramural funding, and serves as a link between the academic and professional

communities. Institutes are generally composed of multiple centers and staffed by individuals who are recognized authorities in a particular field or subject for advanced study.

- 4.6. **Major University Research Centers & Institutes (“MURCIs”):** A subset of university research centers or institutes which are designated by Board of Trustees as a MURCI. MURCIs are established on a continuing basis for the coordination, promotion, and funding of strategic university interests that transcend college, or even university boundaries and that is funded or reports centrally.
- 4.7. **Research Council:** A standing body of the Oregon State University Faculty Senate.
- 4.8. **University Core Facility (“Core Facility”):** A unit established on a continuing basis for the provision of strategically important research services that are significantly beyond the budget or skill of a single investigator, or that are significantly more efficient if provided centrally. Its services may be provided intramurally or extramurally. Core facilities are multidisciplinary in nature and report to the Office of Research.

5. Responsibilities & Procedures

5.1. General

- 5.1.1. A research organization will be designated a center, institute, or core facility only if it serves to bring together a group of people dedicated to addressing specific interdisciplinary research problems. A center, institute, or core facility may be virtual or physical.
- 5.1.2. The Research Office reviews proposals for centers, institutes, or core facilities and determines if the center or institute meet the criteria for MURCIs, and evaluates existing centers, institutes, and core facilities. The VPR and Provost jointly recommend the establishment of MURCIs to the Board of Trustees. The Research Office may establish review team(s) to assist in the review of existing centers, institutes, and core facilities.
- 5.1.3. The Research Council provides recommendations to the VPR on the establishment of new institutes, centers and core facilities and whether the centers or institutes should be designated as MURCIs.

- 5.1.4. Creation, merger, or closure of MURCIs are to be reviewed by the ASC and the ASC's recommendations forwarded to the Board of Trustees ("Board") for final decision.

5.2. Proposals to Create Centers, Institutes and Core Facilities

- 5.2.1. Individuals seeking to create a new center, institute, or core facility are to submit a formal written proposal to the VPR and the Deans of any colleges whose faculty are participating in the proposal. The proposal should include the following information:
 - a. The name of the new center, institute, or core facility;
 - b. A mission statement and strategic plan, including a description of how the new center, institute, or core facility's strategic plan aligns with the plans of any participating colleges or departments;
 - c. A list of principal faculty members involved, including the director and participating researchers;
 - d. A short summary of the center, institute or facility's preliminary research agenda, including brief initial project descriptions, if available;
 - e. A description of the center, institute, or core facility's organizational structure;
 - f. A description of the center, institute, or core facility's initial and potential external funding sources;
 - g. A 5-year financial plan addressing all revenue sources and matching requirements; and:
 - h. A financial model for returned overhead, and
 - i. A detailed description of the funds requested centrally and a summary of the internal sources of support and space.
- 5.2.2. Special Procedures for Federal Solicitations. If a center, institute, or core facility is to be created in response to federal research solicitations the proposal submitted to the federal agency may be submitted to the VPR and the relevant Dean(s) when

it is filed with the funding agency. Internal review by the Research Council will occur simultaneously with the federal agency review. If federal funds are awarded, the VPR and Provost shall create the center, institute or core facility if Central Administration funds are committed. The Dean(s) shall create the center or institute if college funds are committed.

5.3. Establishment of University Research Centers, Institutes, and Core Facilities

- 5.3.1. Following review by the Research Office, the proposal will be submitted to the Research Council for review and comment. The Research Council will review the proposal and make recommendations based upon the information provided in the application and application of the following criteria:
 - a. Clarity of mission
 - b. Alignment of strategic plan with the OSU strategic plan and the plans of colleges whose faculty are participating
 - c. Level of faculty engagement
 - d. Soundness of the proposed research agenda
 - e. Sustainability of organizational structure and financial plan
- 5.3.2. The Research Council shall advise the VPR and the relevant Dean(s) whether the new center, institute, or core facility should be formed and recommend whether the new center or institute should be established as a MURCI.
- 5.3.3. For university research centers, institutes, and core facilities that are not designated as MURCIs, the VPR and Provost shall jointly make a decision on creation of a new center, institute or core facility. For centers, institutes, or core facilities not requesting funds from Central Administration, the Dean(s) shall make the final decision on the creation of a new center, institute or core facility.
- 5.3.4. If the VPR and Provost recommend that a center or institute be established as a MURCI, they shall submit a recommendation to the ASC. The ASC will review and provide recommendations to the Board of Trustees. The Board of Trustees will make the final decision on the creation of a new MURCI.

5.4. Review Process

- 5.4.1. All centers, institutes, and core facilities supported by the Central Administration shall be reviewed every 5 years, or at any time requested by the center or institute's advisory board, the VPR or the Provost, using the review procedures established by the Research Office.
- 5.4.2. If a center, institute or core facility is subject to a formal external review by a funding agency, no separate university review shall be required if the external review addresses the elements required in by the Research Office. A copy of the funding agency's review shall be provided to the VPR.
- 5.4.3. Following completion of the review and the recommendations of the review team, the VPR and the Provost, in consultation with appropriate Deans may take any number of actions, which may include: renaming the center, institute, or core facility to reflect its functions, changing reporting lines, terminating the center, institute, or core facility, or consolidating or reorganizing the center, institute, or core facility.
- 5.4.4. If the center or institute is a MURCI, the VPR and Provost shall make a recommendation to the ASC regarding the merger or closure of a MURCI. The ASC shall review and make a recommendation to the Board of Trustees and the Board of Trustees shall make the final decision on the closure or merger of a MURCI.

5.5. Disestablishment or Change in Reporting

- 5.5.1. In conjunction with the 5-year review of centers, institutes, and core facilities, the review team will make recommendations concerning changes in reporting lines or disestablishment of centers, institutes and core facilities.
- 5.5.2. Any decision to terminate a center, institute, or core facility will be made by the VPR and Provost, with the exception of MURCIs.
- 5.5.3. Any decision to terminate a MURCI will be made by the Board of Trustees.
- 5.5.4. If a center, institute, or core facility was created by a federal, state or private program designating the organization as a center, institute, or core facility, the center, institute, or core facility will be automatically terminated at the completion

of the funded program. If the faculty participating in the funded center, institute, or core facility wish to continue the center, institute, or core facility, prior to the termination of funding they shall submit a proposal as described in Section 5.2.

- 5.5.5. If a center, institute, or core facility no longer involves faculty and support from multiple colleges or no longer receives Central Administration support, it will be shifted to report to an individual college. Conversely, if a center, institute, or core facility which has reported solely to one college has grown to engage a significant number of faculty from other colleges, its reporting shall be shifted to the Research Office. Any changes in reporting will be made jointly by the VPR and Provost.

6. Forms & Tools

- 6.1. None.

7. Frequently Asked Questions

- 7.1. None.

8. Related Information

- 8.1. Oregon State University Academic Strategies Committee Charter dated 10.2016.

9. History

- 9.1. Last review date: Month, year.
- 9.2. Next scheduled review date: Month, year.

10. Website

- 10.1 Insert website as written out entirely (so it can be cut and pasted) and hyperlinked (so it can be clicked on).

11. Contacts

Department	Phone Number	Website
Office Name, Bold	XXX-XXX-XXXX	http://xxxxxx