THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Charter Research Centers and Institutes Manual
Office of the Vice President for Research
URL: https://research.gwu.edu/centers-institutes
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**Guidelines and Procedures for the George Washington University
Chartered Research Centers and Institutes**

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Guidelines

The Office of the Vice President for Research (OVPR) is responsible for the charter and re-charter of research centers and institutes. The creation of centers and institutes requires a recommendation from OVPR, followed by the review and approval of the Advisory Council on Research (ACR). OVPR, in partnership with the ACR, is responsible for the periodic review of centers and institutes, which may result in the modification or discontinuation of a center or institute.

Definitions

Center(s) – A **center** is a research unit that typically has a single focus or mission and is usually located within a single school, although its faculty may draw at times on the expertise of faculty in other schools or disciplines to support their work. The center typically reports to the dean of that school.

Institute(s) – An **institute** is typically cross-disciplinary in nature and involves faculty from different schools or, at least, representatives of diverse departments and disciplines within a single school.

A Center or Institute charter may be approved for one-year up to five-years.

Procedure and Responsibilities

OVPR overseas the creation, review, modification and discontinuation of chartered centers and institutes. This includes but is not limited to, evaluating the quality of proposals for new centers and institutes and reviewing the performance and continued excellence current centers and institutes to ensure they are consistent with the university goals.

Establishing New Centers and Institutes

Faculty seeking to establish a new research center or institute should submit a completed application to OVPR at acrchart@gwu.edu. All applications must include signature approval from the faculty member's department chair and dean of their school.

*All applications should clearly explain how the proposed unit is greater than the sum of its parts and showcase how it enhances GW.

The initial charter application should include:

- The purpose and need for this scholarly unit in general terms on campus.
- The activities and accomplishments of the director and potential faculty members.
- The proposed administrative organization, including the role of regular members of the faculty.
- The financial support required to sustain scholarly activity at a significant level and source(s) of these funds at the present time.
- The personnel involved.
- The importance of the unit to graduate education at this institution.
- Any external service functions of the unit and/or any formal external relationships.
- Space needs and how they are to be met.

- Letters of support from affected departments, schools, colleges, other units and the administrator who would have oversight responsibilities.
- How the unit will assess its success over the charter period (in areas of scholarship, education, service, and external funding, as appropriate).
- Spreadsheet projecting next fiscal year revenue and expenses.
- A list of graduate and undergraduate students support and, if applicable, students graduated by the center or institute since the last review.

The form must be routed through the chair and dean for approval prior to submitting to OVPR.

Re-Chartering Centers and Institutes

All centers and institutes must submit a re-charter application prior to the expiration of the previous charter. If a re-charter application is not received prior to expiration, OVPR will assume the center or institute is closed and will remove the organization's link from the OVPR website and turn off the website of the center or institute.

Re-charter applications should include:

All forms must include the signature approval from the faculty member's chair and dean.

- The purpose and need for this scholarly unit in general terms on campus.
- The activities and accomplishments of the director and faculty members.
- The administrative organization, including the role of regular members of the faculty.
- The financial support required to sustain scholarly activity at a significant level and source(s) of these funds at the present time.
- The personnel involved.
- The importance of the unit to graduate education at this institution.
- Any external service functions of the unit and/or any formal external relationships.
- Space needs and how they are to be met.
- How the unit will assess its success over the charter period (in areas of scholarship, education, service and external funding, as appropriate).
- Spreadsheet projecting revenues and expenses over the next fiscal year.
- A list of graduate and undergraduate students supported and/or graduated by the center or institute since the last review.

Modifying Centers and Institutes

In the event of a major change of a center or institute in director, name or mission, all modifications must be approved by the ACR and an application must be submitted to OVPR. All forms must include the signature approval from the faculty member's chair and their dean.

The Center/Institute modification form should include:

Name change:

- Original name of the Center/Institute
- New proposed name of the Center/Institute
- The need for the name change
- The benefits of changing the name of the Center/Institute

New director:

- Name of the Director of the Center/Institute
- Name of the new Director of the Center/Institute

Mission change:

- The need for shifting the focus of the Center/Institute versus creating a new Center/Institute
- The benefits of changing the name of the Center/Institute

Application Process

Applications will be accepted at any time throughout the calendar year. Documents must be submitted to acrchart@gwu.edu 21 days prior to the next scheduled ACR meeting to be considered for review by the council. To guarantee efficient time for the council to review the research charter materials, applications received later than the 21 days will not be reviewed until the following ACR meeting.

Upon receipt of an application, a representative from OVPR will follow up within two (2) business days with confirmation the proposal packet has been received.

A complete packet must include:

- Charter/Re-charter Application with appropriate signatures
- Membership confirmation
- Budget Template

If the packet is missing any of the required documentation, a representative from OVPR will follow up within two (2) business days with a list of missing materials and next steps. If missing documentation is not provided to OVPR at least ten (10) business days prior to the scheduled ACR meeting, the proposal will not be reviewed until the next/following ACR meeting.

Once a complete research charter application has been received, an OVPR representative will pull a funding report. An OVPR representative will upload the application documents, plus a funding report to BlackBoard.

BlackBoard folders must include:

- Charter/Re-charter Application

- Membership confirmation
- Budget Template
- Funding Report

Applications should be no more 5 pages

A notice from acrchart@gwu.edu will be sent informing ACR members the proposals are available for review. To ensure/guarantee that ACR members have enough time to review the proposals, the notice shall not be sent out later than ten (10) business days prior to the ACR meeting.

ACR Meetings

The Advisory Council on Research (ACR) holds six (6) meetings throughout the academic year. In the occurrence that no applications are received 21 business days prior to the ACR meeting, the meeting will be canceled.

Appointment of Director

Director of Centers and Institutes are required to be GW faculty members. Directors are approved as part of the charter application process. Directors are responsible for the administrative functions of the unit and for guidance of the unit's activities in accordance with its academic goals.

Closing Center/Institute

In the event of a major change of a center or institute in director's name and or focus must be approved by the ACR.   A closure form must be submitted to acrchart@gwu.edu. All forms must include the signature approval from the faculty member's chair and their department dean.

The Center/Institute closure form should include:

- Name change:
    - Name of the center
    - The reason for closing the Center/Institute
        - Closed by Center/Institutes own accord
        - Closed due to charter expiration
        - Denied charter renewal
        - Denied initial charter request
    - Documentation of support from members for the closure of the center
    - Documentation of support from the appropriate deans.

Frequently Asked Questions (FAQ)

- How to apply for a chartered Center or Institute?
- How to modify a chartered Center or Institute?
- How to close a chartered Center or Institute?
- Where can charter application, modification and closing terms be found
- Where can I find the budget template?
- Where can I find membership term?
- When does ACR meet?
- Do the documents need to be submitted in a specific format?
- How are the results of each ACR communicated?