

GUIDELINES FOR ESTABLISHING COLLEGE/SCHOOL RESEARCH CENTERS

I. INTRODUCTION

At George Mason University ('Mason'), the definition and creation of "centers" and "research institutes" is governed by the **Faculty Handbook** (Sections 1.3.10 and 1.3.11 respectively).

In AY 2017-2018, a review of the guidelines and procedures to establish, manage and renew research institutes and centers at Mason was conducted. As a result, the process for organizing, chartering and re-chartering research institutes and centers has changed.

As of July 2018, Mason recognizes two types of research centers: 1). university centers are chartered by the Provost; and 2). college/school centers are chartered by the relevant Deans.

The guidelines provided here govern the designation and re-designation of college/school centers.

II. ABOUT COLLEGE/SCHOOL CENTERS

College/school centers ('centers') ***promote excellence in research, scholarship and creative work*** by:

- facilitating collaboration among academics, and their government, for-profit, not-for-profit, and community partners;
- providing faculty, staff, and student researchers, scholars and artists with the infrastructure they need to excel and to effect wide-reaching impact; and,
- creating opportunities for Mason to shape public policy and to contribute to social and economic wellbeing.

Centers typically support multiple faculty and students in disciplinary or multidisciplinary endeavors. , and may be designated by one or more departments/divisions, or one or more colleges or schools. In either case, proposing faculty must seek approval from the relevant Dean(s) for the charter or re-charter of a college/school center.

It is generally understood that centers are funded primarily from external resources. It is recognized, however, that in exceptional circumstances a center may be funded entirely from internal sources when it is strategically important to do so.

In most cases, research, scholarship and creative work that can be accomplished by individual faculty members and their students are not considered centers. These activities are more aptly designated "programs", "laboratories" or "initiatives" and are a part of the usual scope of authority, budget, oversight, and review of academic departments or divisions.

III. CHARTERING OR RE-CHARTERING COLLEGE/SCHOOL CENTERS

Centers may be chartered or re-chartered for no more than three years at a time. The Deans are responsible for supporting the review and designation of centers.

A center proposal, whether it be for charter or re-charter, should be submitted to the relevant dean(s), or her/his designee(s), guided by faculty participation. Proposals should be no longer than 10 pages of single-spaced text. Letters of support from Department Chair(s), Division Head(s), or collaborators may be provided outside the 10-page limit.

Within the 10-page limit, each center proposal must include the following information:

- An introduction describing the center mission statement and vision. The mission and vision should be commensurate with similar centers at other leading national research universities.
- A list of participating faculty and other collaborators. Identify the center director or co-directors.
- An analysis of comparable entities at Mason.
- Proposed goals for research, scholarship, creative work, and related translational activities.
- Fit with Mason's and the relevant college(s)/school(s) strategic plans and academic strengths.
- Proposed governance structure, leadership and staffing plan.
- Facilities and equipment to be used in support of the center and requirements for additional space, facilities and equipment (where necessary).
- Existing internal and external funding, budget that defines how funds will be expended, and projections for the future.
- If re-chartering, a summary of how well the mission and goals were met during the previously chartered period.

A worksheet is provided at the end of this document as a proposal preparation aid.

IV. ANNUAL REPORTING REQUIREMENTS

Each center director must submit an annual report to the relevant Dean(s), or her/his designee(s), by the end of each fiscal year, providing details of (a) scholarly activities (e.g., research, educational, training and translational activities) conducted by center collaborators during the previous fiscal year, and (b) financial statements listing funding and expenditures of the center.

Annual reports should contain the following information:

Research, Scholarly and Creative Work

- Publications, including books, and journal articles, conference and symposia/colloquia presentations that were peer-reviewed
- Artifacts, compositions, designs, installations, exhibits, performances, presentations, and productions with date and location of event
- Awards, prizes, recognitions or critical reviews received
- Proposals submitted for external funding
- Externally funded awards
- External research, scholarship or creative partnerships
 - Ongoing partners
 - New partners
- Other completed research, scholarship or creative work
- Works in progress
- Honors and awards, professional recognitions

Educational Activities

- Undergraduate and graduate students and post-doctoral fellows mentored or financially supported
- Educational or training activities for student affiliates or post-doctoral fellows
- On-campus educational activities sponsored (e.g., lecture series, conferences)
- Off-campus educational activities sponsored
- Community-based educational activities sponsored

Training and Dissemination Activities

- Workshops, in service presentations, campus- or community-based presentations or trainings
- Media presentations, interviews and press releases
- Web-based postings or dissemination of materials or programs produced by the center or institute

Translational Activities

- Patent disclosures, applications and awards
- Copyrights
- Partnerships with industry, government or other institutions to promote translation of scholarly work

Each annual report must also include a spreadsheet that summarizes both the revenues and the major categories of expenditures of the center for the preceding fiscal year. Categories of income include: funds from external sources, funds from internal sources, and program income. Categories of expenditures include: faculty affiliate and staff salaries, student salary and tuition support, space rental, equipment costs, travel, food and catering, supplies, photocopy and printing costs, events, website development and maintenance, and other costs.

V. SUNSETTING CENTERS

When a center is sunset, the charter shall expire and the dean(s), or her/his designee(s), will be responsible for the dissolution process.

Name of Center:

Center director:

Date:

Original charter Renew charter⁹ (expires: _____)

EXPECTATIONS FOR CENTERS

Indicate the extent to which the information provided demonstrates that the center meets these expectations.

- | | | | | |
|----|---|---|--------------------------------|-----------------------------|
| 1a | Advances research/service goals of MASON | <input type="checkbox"/> Yes | <input type="checkbox"/> Maybe | <input type="checkbox"/> No |
| 1b | Advances research/service goals of College/School | <input type="checkbox"/> Yes | <input type="checkbox"/> Maybe | <input type="checkbox"/> No |
| 2 | Maintains high level of scholarship – evidenced by | <input type="checkbox"/> Journal article(s) | | |
| | | <input type="checkbox"/> Presentation(s) at conference(s) | | |
| | | <input type="checkbox"/> Media presence | | |
| | | <input type="checkbox"/> Award(s) or honor(s) | | |
| 3 | Financial independence from university funding | <input type="checkbox"/> Requires School funding | | |
| | | <input type="checkbox"/> Self-sufficient | | |
| | | <input type="checkbox"/> Provides funds for School | | |
| | | <input type="checkbox"/> Receives indirect distribution | | |
| 4a | Involves students in research activity | <input type="checkbox"/> Yes (explain how) | | |
| 4b | How many TA(s)/GA(s)/GRA(s) funded | _____ | | |
| 5 | Sponsors special events related to its mission & school | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 6a | Maintains up-to-date website | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 6b | Website hosted by MASON | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 6c | Website acknowledges it is part of MASON & school/college | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 7a | Discontinuance would be bad for MASON & school/college | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 7b | If yes, explain briefly. | | | |

REQUIRED DOCUMENTATION

Indicate whether the following items/information have been included.

- | | | | | |
|----|--|------------------------------|--|-----------------------------|
| 1a | Statement of mission & strategic goals | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 1b | Center enhances research portfolio/other needs of school | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 1c | Has the mission of the center changed since last charter? | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 2 | Period of performance dates | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 3 | Provides URL for website | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 4 | Lists names, titles, and <u>& bios</u> of all contributors | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 6 | Plan for funding, outreach, conferences, etc. | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 7 | Funding & other accomplishments since last chartering | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 8 | List of peer-reviewed (only) publications, with dates | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 9 | Management plan for center | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 10 | Are any essential resources requested from dean(s)? | | | |
| | Space, equipment, personnel? | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 11 | Describes any financial arrangements with school | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |
| 12 | For re-charter: Evaluation of whether met goals/targets | <input type="checkbox"/> Yes | | <input type="checkbox"/> No |