Guidelines for the proposal for the Establishment of a New Center:

1. Identify the Center’s purpose.
2. State the Center's objectives.
3. Describe the Center's anticipated activities and expectations of productivity.
   a. Expectations of productivity for Center personnel with departmental affiliations will be the unit standards of the respective academic unit.
   b. Expectations of productivity for Center personnel without a departmental affiliation should be based on the unit standards of the most relevant academic unit, which should be identified in the proposal.
4. Identify all agencies, organizations, and institutions involved, including advisory council information.
5. Identify the organization's reporting line within the University.
6. Describe the relationship to the university’s Strategic Plan, including the Departments involved, and indicate how the Center will contribute to the academic programs of the University with respect to teaching, research, and service, whichever apply.
7. Describe any similar programs in Montana and the surrounding region; and
8. Provide a budget for first five years, using the Center Review Budget Form.
   a. Identify faculty and staff requirements, including:
   b. The names of current faculty involved with the Center and the percentage of their professional time devoted to the Center;
   c. The need and cost for new faculty during the first five years of the Center's existence, including special qualifications and training; and
   d. The need and cost for support personnel and any other personnel (i.e., graduate assistants);
   e. Identify the Center's library needs, telecommunication and computing needs, other equipment needs, and facility and space needs; and
   f. Identify the sources of funding to support the Center for the first five years of its operations.
9. Provide a plan for sustainability after the initial five-year period.