

Consolidated Certification Process for Research Centers (Concert)

Center Profile

Instructions and definitions

Center Name

The official or proposed name of the research institute or center.

Mission Statement

A succinct statement of what the center does, for whom, why, and how. Research should be a primary component, but academic, outreach, and other components may be included.

Director

Typically, the strategic aspects of center operation are vested in a director who holds a faculty or administrative appointment. Additional directory information may be provided for other cases (e.g., co-directors).

Supervisor

The supervisor must be a department chair, dean, or Vice President.

Lead Point of Contact

In some cases, it may be sensible to designate someone other than the director to coordinate the certification process. If so, include that person's directory information here.

Proposal purpose

Check to indicate whether the purpose is to certify or re-certify an existing center or to establish a new center.

Request Enterprise status

Enterprise centers receive enhanced, non-traditional IDC allocations. The Enterprise status request is considered separately from the certification or establishment request. Center certification or establishment approval may be granted whether or not Enterprise status is approved.

Optional attachment(If Yes): Enterprise center negotiated IDC allocation formula memo (approved)

A memo specifying the alternative IDC allocation formula must be attached if Enterprise center status is being requested. This memo must be approved by all department chairs and deans whose allocations would be affected.

If Enterprise status is sought, the profile must include a description of the enhanced, non-traditional IDC allocation formula and signed letters of agreement from the deans of any affected units.

Start date of plan

Indicate the first semester and academic year of the proposed business plan.

Director Annual Percentage Workload Devoted to Center Administration

Projected *annual* percentage of workload devoted to administering the center. For co-directed centers, add an additional field. Note that this is time devoted to center administration separate from time that may be allocated to sponsored program activity or teaching.

Typically, this will be in the form of departmental research or research administration workload allocation (“course release), where one course release for one semester is equivalent to 6.25% annual workload. Voluntary faculty use of customary departmental research workload, stipend arrangements, and hybrid models are permissible within the constraints of Uniform Guidance and ODU policy.

Required attachment: Signed supervisor workload letter of agreement

Attach a signed letter of agreement from the director’s supervisor. The LOA should state that the supervisor agrees to the specific workload allocation of the director(s) as described in the business plan.

Required: Signed director workload letter of commitment

The faculty director should briefly describe how they derived their percentage administrative workload allocation. For example, voluntary allocation of faculty departmental research, administrative research, summer stipend, etc., and indicate their commitment to using the allocation as described in the business plan.

Research Center or Institute Constituent Members

Constituent members include the director, full-time teaching and research faculty, faculty professionals and administrators, and research scientists who have workload allocated to supporting RIC activities, inclusive of projected allocation to sponsored projects. The annual workload percentage reported here is a summary estimate from all these sources for a typical year assuming the business plan is implemented.

Optional attachment(s): Signed letter(s) of agreement or support from constituent member’s supervisors. Strong proposals will include signed letters of agreement or support from supervisors of constituents, especially those who reside in departments other than that of the director. Letters of agreement would indicate the amount, schedule, and purpose for formal workload allocations. These could range from indicating a willingness to approve proposals that include the constituent, to agreeing to formally grant additional department research release time to specifically support the center.

Optional attachment(s): Faculty commitment letters. Strong proposals will include letters of commitment from full time teaching and research faculty, especially from those who are described as voluntarily allocating their allotted department research time to center activities.

Affiliated Faculty and Staff (optional)

Affiliated faculty and staff electively collaborate with center constituents to promote the mission, for example, to provide input in the planning process, submit funding proposals, conduct affiliated academic program activity, produce scholarship, produce creative works, utilize RIC services, or conduct outreach activities.

Strong proposals will include identified affiliated faculty and staff with corresponding letters of support that describe the nature of affiliated faculty engagement.

Optional attachment(s): Signed letters of support from affiliated faculty and staff (Appendix)

Affiliated faculty and staff may convey letters of support individually or collectively. These letters of support might indicate participation in the development and/or review of the business plan, willingness to collaborate with constituents, or perceived benefits of the center to the university mission.

Prospective Affiliated Faculty and Staff

This section briefly and generally describes faculty and staff who may engage in or benefit from the RIC as described above, but who are not currently involved in the center.

Affiliated Students (optional)

The section briefly and generally describes the type and numbers of undergraduate and graduate students who are engaged in or benefit from RIC activities, and the nature of the engagement.

Optional attachment(s): Tabulation of current and former students (Appendix A)

In some cases, it may strengthen the proposal submission if a tabulation of students is included, which would list students, departments, degrees, advisors, significant accomplishments, et cetera. The director decides whether to include the tabulation, as well as its form and content.

Institutional Collaborators (optional)

List regular inter-institutional collaborators, if any, along with a brief description of collaborative activities and primary points of contact. Do not include institutions whose primary role is that of a funding agency.

Prospective Institutional Collaborations (optional)

Briefly describe any inter-institutional collaborations the center intends to develop over the next 5 years (more detail may be provided in the business plan).

Active sponsored research

List the ODU principal investigator and home unit of the ODU principal investigator for sponsored program awards that were facilitated by the center and active at the time the certification proposal is being considered. In cases where ODU is a sub-recipient, include only the ODU portion of the award amount.

For new centers, include pertinent active sponsored research for the proposed director and constituents.

Proposed sponsored research

List the ODU principal investigator and home unit of the ODU principal investigator for proposals facilitated by the center for the previous three years. Indicate amount requested and outcome of the proposal (not funded, pending).

For new centers, include pertinent proposals for the director and constituents.

Prospective Sponsored Research

Succinctly describe general sponsored research development plans for the upcoming five years.

Appendix A: Letters of agreement, commitment, and support

Attach required and optional letters.

Appendix B: Curriculum Vitae of director and constituent members

Attach abbreviated CV (3-5 pages) of the director and constituent members.