

**Consolidated Certification Process for Research Centers (Concert)  
Center Profile**

**Center Name**

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**Mission Statement**

Add narrative.
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**Director**

Name	Title/unit
Physical address	Phone number
Email address	FAX

**Supervisor**

Name	Title/unit
Physical address	Phone number
Email address	FAX

**Lead Point of Contact (leave blank if same as director)**

Name	Title/unit
Physical address	Phone number
Email address	FAX

**Proposal purpose**

\_\_\_ Certify or re-certify an existing research institute or center

\_\_\_ Establish a new research institute or center

**Request Enterprise status**                      YES                      NO

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

**Start date of plan (Semester, Year):**                      \_\_\_\_\_

***Consolidated Certification Process for Research Centers (Concert)***  
**Center Profile**

**Director Annual Percentage Workload Devoted to Center Administration**

%
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Required attachment: Signed supervisor workload letter of agreement (Appendix A)

Required attachment: Signed director workload letter of commitment (Appendix A)

**Research Center or Institute Constituent Members**

Minimum of one in addition to the director. Include the director (see instructions).

Name	Title/rank	Department/unit	Annual Workload %

Optional attachment(s): Letters of agreement or support from constituent supervisors (Appendix A)

Optional attachment(s): Faculty commitment letters (Appendix A)

**Affiliated Faculty and Staff (optional)**

Name	Title/rank	Department/unit

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

**Prospective Affiliated Faculty and Staff (optional)**

Add narrative.
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**Affiliated Students (optional)**

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

**Institutional Collaborators (optional)**

Organization	Brief description of collaboration	Point of Contact

**Prospective Institutional Collaborations (optional)**

Add narrative
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**Active Sponsored Research**

Principal Investigator	PI Department	Project Title	Funding Source	Performance period	Award Amount

**Proposed Sponsored Research**

Principal Investigator	PI Department	Project Title	Funding Source	Amount requested	Not funded/ pending

**Prospective Sponsored Research**

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**Appendix A: Letters of agreement, commitment, and support**

**Required**

Signed supervisor workload letter of agreement

Signed director workload letter of commitment

**Optional**

Letters of agreement or support from constituent supervisors

Faculty commitment letters

Signed letters of support from identified affiliated faculty and staff

Tabulation of current and former students

Signed letters of support from identified affiliated faculty and staff

**Enterprise status proposals**

Enterprise center negotiated IDC allocation formula

Signed IDC allocation letters of agreement from dean(s)

**Appendix B: Curriculum Vitae of director and constituent members**