

## Template for Centres Proposal Submission

<b>Name of Centre</b>	
<b>Name and Title of Proponent</b>	
<b>Designated Vice-President of Record</b>	
<b>Anticipated Date of Establishment</b>	
<b>Length of Initial Term</b>	
<b>Submission Date</b>	

Executive Summary:

<b>Description of Centre/Key Activities:</b> <i>(Should include goals and milestones for future evaluation)</i>
<b>Source(s) of Funding:</b>
<b>Estimated Annual Budget:</b>
<b>Location:</b>
<b>Number of Employees:</b>
<b>Affiliated Organizations:</b>

### 1. Description of the Proposed Centre

Please describe the core activities undertaken by the proposed centre, identify affiliated organizations (internal or external to the University), and committed or potential funding sources.

### 2. Rational for Establishment for the Centre

Please elaborate on the rationale for proposing the establishment of the centre, making specific reference to the strategic context of the University (e.g. Transforming Our Horizons: 5 Strategic Priorities and 6 Enabling Cultures; Strategic Framework for Indigenization, etc..)

3. Overview of the Organizational Structure
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Please describe the management, faculty and staff complement and reporting structure for the proposed centre, the number of total employees, as well the physical and technological infrastructure requirements.

4. Governance Structure
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Please describe the governance structure of the Centre, including the relationship to Memorial University entities, composition of Board of Directors and/or Advisory Board, and annual reporting process.

5. Anticipated Budget
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Please provide details on revenue sources (start-up and ongoing; external or internal; duration; cash vs. in-kind) and expenditures (salary, operating, and capital). Include projected budget in an appendix.

6. Implementation
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Please provide details on the anticipated timeline to bring the centre to full, steady-state operation.

**To be completed by Planning and Budget Committee:**

Date of Initial Review:	
Initial Decision:	
Date of Subsequent Review (If applicable):	
Final Recommendation:	

Decisions/recommendations:

- Approve
- Resubmit with Revisions
- Not Approve
- Out of scope (Operational Unit)