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| **ITEM XXX-XXX-XXXXX** | **Meeting Date** |
| **Item Name** |
| Center/Institute/Unit Title: |  |  |  |
| Campus:  |  | Expected Final Submission Date:  |  |
| Contact Name/Info: |  |
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| This form is meant to increase communication, collaboration, and problem-solving opportunities throughout the MUS in the center/institute development process. The completed form should exceed 2-3 pages. For more information regarding the center/institute approval process, please visit <http://mus.edu/che/arsa/academicproposals.asp>.  |
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| 1. Provide a brief description of the new center/institute (unit).
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| 1. Describe the need for the center/institute. Specifically, how the center/institute meets current student, state, and industry research or community engagement needs. (Please cite sources in an addendum to this document).
2. Describe how the center/institute fits with the institutional mission, strategic plan, and the existing MUS and institutional portfolios (refer to the most recent institutional Academic Priorities and Planning Statement).
3. Describe any opportunities for collaboration you have identified or initiated either within the institution or between MUS institutions (i.e. articulation, course-sharing, research collaboration). Include potential contacts and their institutional affiliation.
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| 1. Describe any significant new financial resources (staff and/or facilities) needed to launch and sustain the center/institute. How do you anticipate supporting this new center/institute/unit
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| Signature/Date |
| Chief Academic Officer: Chief Research Officer:Chief Executive Officer:Flagship Provost\*:Flagship President\*: |
| \*Not applicable to the Community Colleges. |