

CDes Center Proposal Review Process (Updated March 2015)

Step 1:

Author(s) meet with Associate Dean for Research and Outreach. This is an informal meeting to introduce the proposal for a new center.

Step 2:

Author(s) submit written proposal to Associate Dean and Dean.

Step 3:

Author(s) present proposal to ad hoc review committee and select center directors. Proposal copies are distributed to invitees 10 days prior to presentation.

Ad hoc review committee reviews proposal & provides written comments to author(s).

Copies of ad hoc committee's comments are forwarded to deans & select center directors. Deans & Center Directors (CD) may provide informal feedback to author(s).

Dean's approval needed for the final steps

Step 4:

Author(s) present final proposal in public meeting. Invitees include: CDes Deans, External Reviewers, review committee members, center directors, faculty members and members of the public.

Step 5:

With input from review committee members & feedback from external reviewers, the Associate Dean for Research & Outreach submits a final recommendation to the Dean.

Proposal Process for College of Design (CDes) Centers

Proposals for the establishment of CDes Centers will be reviewed by College of Design Deans, Centers Policy and Advisory Committee (CPAC) members, Center Directors, faculty members, External Reviewers and the public.

Step #1 Meeting with CDes Dean(s)

Author(s) of proposals for new centers in the College of Design (CDes) should schedule an informal meeting with the Dean and Associate Dean for Research and Outreach. The purpose of the meeting is to introduce the proposal, gather information and to better understand the relationship of the proposed center to the mission of the college and to existing CDes Centers.

Step #2 Ad Hoc Committee Review

The proposal (see: Proposal Questionnaire for CDes Centers) will be reviewed by an ad hoc review committee named by the Associate Dean or Dean who will provide author(s) with comments and feedback based on their collective experience reviewing CDes Centers.

Comments from the committee

will also be forwarded to CDes Deans and possibly CDes Center Directors. The review is designed

to assist author(s) in the preparation of a complete, comprehensive and compelling proposal.

Step #3 Deans' Review

Author(s) are asked to present the revised proposal to CDes Deans, and possibly to CDes Center Directors. The format of the presentation is a rehearsal in preparation for the public presentation required in Step #4. Author's are required to submit hard copies of the report to meeting invitees at least 10 days prior to the Deans' Review. CDes Deans must approve the proposal prior to proceeding to Step #4 and Step #5.

Step #4 External Review & Public Forum

Based on input gained from the Deans' review, author(s) are asked to present their proposal in a

public review. The Associate Dean for Research and Outreach will work with the author(s) to invite external reviewers (4-6 individuals related to the area of expertise) and internal reviewers (4-6) appointed by the Deans. At this forum the author of the proposal will present the proposal and respond to questions and input from the audience. The author(s) are asked to provide hard copies of the proposal for meeting attendees. Invitees include CDes Deans, review committee members,

Center Directors, faculty members, and members of the public.

Step #5 Final Recommendation

The Associate Dean for Research and Outreach will summarize Public Forum comments and make a final recommendation based on input from review committee, external reviewers, faculty members and members of the public. The proposal and recommendation will be forwarded to the Dean of the College of Design for final decision.

Proposal Questionnaire for College of Design (CDes) Centers

College of Design Mission Statement:

Through a unique commitment to creativity and advancing technologies, the College of Design at the University of Minnesota leads, innovates and educates in the full range of design fields by researching ongoing and emerging issues, exploring new knowledge, and addressing and solving real-world problems; all while adhering to socially responsible, sustainable, and collaborative design thinking.

Proposals for establishing CDes Centers (Institute, Laboratory, Museum, etc.) should include the following information:

Question #1: Please explain how the proposed center relates to the mission of the College of Design. Include: goals and targeted objectives for the term (3-5 years). Provide an “elevator pitch” to answer the following: What does the proposed center do that the college, university, state and world values?

Personnel

Generally, Directors of proposed centers will be regular faculty members who have completed RCR training. Exceptions to this must be justified in the application. The Director will report to a designated administrator, depending upon structure, the Associate Dean for Research & Outreach (if College) or Department Head (if Departmental).

Question #3: Please include an organization chart that describes the administrative structure of the proposed center. Identify individuals and academic rank (if known), position, roles, responsibilities, and full time equivalent (FTE). Identify chain of communication, decision-making, and compensation structure. Please describe secession plan for leadership changes, if available.

Resource/Fiscal projection

Centers are responsible for raising funds necessary for their operation and maintenance.

Question #3: Please provide a 3-5 year financial plan for the proposed center. Include secured or proposed sources of funding (external, university, college, etc.). Describe how the center will cover operating expenses including: equipment, space, personnel, center overhead and the accommodation of university cost pool expenses (@ 30%).

Projects and Outcomes

CDes Research Units engage a broad range of research and outreach. Work produced by R&O Units may be design, product, or practice based.

Question #4: Please describe the research area, projects and/or products to be produced and distributed by the proposed center. Identify possible publication and/or dissemination venues for research conducted by the center. The proposal should explain the particular and specific need that will be addressed by the center, and the nature of work (deliverables) that will be produced to address that need.

Challenges

Because CDes Research Units are unique, they often encounter new or unprecedented challenges. A clear understanding of the issues that R&O Units face may better prepare deans, directors, and relevant committees as they work to support the proposed unit.

Question #5: Please describe the unique challenges that face the proposed R&O Unit.

Operational Guidelines for College of Design (CDes) Centers

1. All Centers shall provide an annual report of accomplishments and budget to the College of Design, Centers Policy and Advisory Committee.
2. All Centers will be reviewed for continuance a minimum of once every five years. However, a review may be requested by the Director or CDes administration at any time. Continuation will be based upon satisfactory completion of target objectives for the approved term and review by an ad hoc review team. The decision for continuation will rest with the Deans (Department Head) in consultation with the designated review team. If a decision to close the Center is made, the timeframe for closure will be negotiated.
3. CDes financial support for all Centers within CDes will be at the discretion of the Dean.
4. Funding from the College is subject to annual review and renewal based on previous accomplishments and submission of measurable goals and objectives for the next year.
5. If a Center's activities call for awarding grants using CDes originated funds, these activities must be outlined in the Unit's Compact and approved in advance.
6. Grants awarded by a Center within CDes, from funds provided by CDes must be open on a fully competitive basis to all CDes faculty. It is expected that the majority of any grant awards from CDes funds will be made to CDes faculty. In keeping with the goals of interdisciplinary centers, collaborative proposals are encouraged and can include individuals from other colleges, and private or nonprofit organizations. The principal investigator on CDes funded programs must be a CDes faculty member (or other CDes member, as approved by the Dean). For Centers within CDes that are funded in part from non-CDes sources, a Co-PI may be appointed from outside of CDes
7. Centers must follow the University of Minnesota policies on Selling to External Customers

A Center wishing to conduct sales to either internal or external customers is required to have approval from the College and from the University's External/Internal Sales Office. Information about the process is available on-line: http://www.finsys.umn.edu/controller/co_units.html#sales .

The following would not be classified as internal sales activity:

- A **one-time distribution** of an expense rather than an on-going activity.
- **Annual internal sales less than \$25,000** that do not charge federal grants. (These units should use cost allocations, cost sharing or transfers.)

The following would not be classified as external sales activity:

- **Sponsored projects:** Service agreements including research; federal awards/sub-awards; training grants; contracts that require the return of unspent funds; require matching or prior approval by an institutional review board; or State of Minnesota funding wherein the State requires the project be administered through SPA.
- **Gifts:** “Gift” means a transaction involving the transfer of funds by a third party to the University without any requirement on the University’s part to provide the third party (i) any direct economic benefit, or (ii) a return of any unused fund.
- **“Excluded activities”:** which include: instruction offered in the University’s regular, extension, evening, or continuing education programs, including non-credit instruction; services provided in the practicum aspects of the University’s instructional programs, including academic affiliations; sale of University equipment, fixtures, or supplies; delivery of services by University to either Fairview or University of Minnesota Physicians. Full list is available [here](#)