

**Research and Training Centers at the  
Jack, Joseph and Morton Mandel School of Applied Social Sciences**

**Process for Establishing a New Center  
April 2020**

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- 1) Provide an abstract describing the mission, focus, structure and start-up plan of the Center to the Associate Dean for Research and Training (ADRT).
- 2) The ADRT will review this abstract and discuss the abstract with submitting faculty to provide suggestions related to the Center proposal.
- 3) Develop a proposal to be submitted to the ADRT for initial review. This proposal should include:
  - Mission statement
  - Rationale for the need and opportunity for the center
  - Names of Mandel School and CWRU faculty and research associates who will be involved with the center. Describe how each person's research or professional interests interface with the mission of the center [Submit a bio sketch for each center associate]. A center must have at least two Mandel School faculty members associated with the center. Faculty can be associated with more than one center.
  - Current funding sources for each Center associate. Specific plans for securing future funding for the Center, including funding the center infrastructure.
  - Description of the organizational structure of the Center including research, training, dissemination/outreach.
  - Potential local, state, national, and international partners (Letters of possible collaboration or support are recommended).
  - Research, training, and dissemination objectives for first year Center operation.
  - Management plan for first year of Center operation.
  - Plans for developing an Advisory Board/Committee.
  - Description of how the center intends to address the Mandel School education mission at both the Masters and Doctoral Degree levels.
- 4) ADRT provides feedback on the proposal and discusses with submitting faculty.
- 5) Submitting faculty revise proposal for review by the full faculty, ADRT and R & T Committee.
- 6) Proposal made available for review by full faculty. Proposal discussed at full faculty meeting.
- 7) Submitting faculty attend a meeting of the Research and Training Committee to discuss the proposal.

8) Research and Training Committee votes on whether to recommend establishment of the new center to the Steering Committee.

9) Steering Committee discusses the Research and Training Committee recommendation and votes on whether to establish a new center. If new center is not approved, a written statement by the ADRT of the strengths and limitations of the center proposal will be provided to submitting faculty.

10) Constituent Faculty discusses the recommendation on whether to establish a new center.

11) Dean considers the recommendation of the Steering Committee, and the discussion with the Constituent Faculty to establish a new center. Dean announces decision within one month of receiving all supporting documents.