



Best Practices for Centers and Institutes

A Participatory Workshop led by

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Best Practices for Centers and Institutes

Workshop Leaders

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Best Practices for Centers and Institutes

Interactive and Participatory Session

Three Overall Blocks for Discussion

- 20 Minutes Each
- Purpose and Process (Green Team)
- Structures and Policies (Gold Team)
- Institutional Commitment and Support (Blue Team)

Purpose and Process

The Five Life Phases of a Center/Institute

- Start-up & Initial Support
- Sustainable Operations
- Continuous Evaluation
- Transition & Re-Alignment
- Sun-Setting

Different Missions for Centers/Institutes

- Research – Education – Outreach

Center vs. Institute

- Guidelines or Hierarchies between these two Categories

How do Centers/Institutions go through the Approval Process?

- Many Institutions have more Centers than Departments

Purpose and Process

- **12 Minutes Table Discussion**
- **Reporting out led by Green Tables**

Structures and Policies

Reporting Structures

- Institutional Centers – Dean, VPR, Provost, President, other?
- Departmental Centers

Centers or Institutes that span multiple Units/Colleges

- Sharing Attribution of Credit
- Sharing Financial Benefit

Structures and Policies

- **12 Minutes Table Discussion**
- **Reporting out led by Golden Tables**

Institutional Commitment & Support

Administrative Support

- Multiple Sets of Skills needed for effective Center Support
- Financial, Programmatic, Grant Writing/Editing, Award Management, Events Planning, etc.
- Often Small Centers may not have the Resources for multiple Staff Members, although one Individuals may not have all of the needed Skills
- Solution – Shared Center Administration and Management, where Centers buy into a pool of well trained and capable staff members that can support them
- The challenge is for the Shared Services Center to manage multiple competing Directors and Deadlines

Institutional Commitment

- Conditions to receive Institutional Support
- Space, Equipment Maintenance, Personnel
- F&A Recovery Re-Investment

Institutional Commitment & Support

- **12 Minutes Table Discussion**
- **Reporting out led by Blue Tables**

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Wrap-Up and Thank You