

**Center Renewal/Continuation Guidelines**  
**June 2013**  
**Amended - December 2018**

As originally provided in the documents establishing a program of Centers at Wake Forest, an evaluation will occur during a Center's fifth year to determine whether further financial support is warranted. Guidelines for renewal applications are listed below.

General Guidelines and Timeline

At the opening (August-September) of the Five-Year Center's fifth year of operations, the Center may internally decide whether to apply for institutional renewal. If the Center chooses to apply for renewal, a letter of intent should be submitted to the Associate Provost for Research. The maximum request for institutional renewal is one-half the amount of the initial award, distributed annually as the Center sees fit for up to five years, with a maximum annual amount of \$200,000/fiscal year. Centers will be allowed a single renewal application for continued Provost's Office funding.

However, Centers can continue to provide programming and a nucleus for research and academic programs beyond the end of support from the Provost's Office. In this case, any unspent funds remaining at the terminal date of the Center may be budgeted for ensuing years programming, and the Provost's Office will match up to a maximum of \$25,000 each year in which the Center secures *new external* support through grant indirects, endowment contributions, etc. This extended 1:1 match support will continue for up to 3 years after the original termination date of the Center, after which time the Center must be self-sustaining to continue.

By October 15<sup>th</sup>, the Center Director should submit a renewal application that contains the following elements:

- A) A Progress Report summarizing Center activities over the previous four-plus years. The use of illustrations (graphs, charts) to represent data and trends is strongly encouraged. Particular attention should be paid to the following items, as applicable (all items may not apply to all Centers).
- Research/Scholarship/Creative Works
    - Publications (peer-reviewed and other—white papers, book chapters, etc. Please distinguish Center publications and those by affiliated faculty)
    - Creative works staged/facilitated
    - Conferences/workshops/meetings/talks organized
    - External Student/faculty talks
  - Financial Sustainability
    - Grants/contracts (number/total \$ amount applied for, successfully & not)
    - Funding from foundations and/or corporate sources
    - Other avenues of revenue
    - Number of companies started/patents filed
  - Impact (internal/external)
    - Media coverage/other external visibility for research/creative works

- Number of faculty involved (please distinguish between core Center faculty, research/creative affiliates, and more peripheral involvement)
  - Audiences: attendance at performances/events; other audience impacts
  - Student engagement: as fellows/affiliates, other (including WFU recruits)
- Teaching/Training/Learning Activities
  - Curricular: new majors/minors, programs, courses
  - Training of research students, outside groups, etc.
- Other Center-specific Metrics

B) A Planning Document that describes the Center's *future* goals, along with detailed (and plausible, based on experience to date) plans to achieve these goals. This planning document should include:

**1) Abstract**

Typically 250-500 words. Brief review of the major points concerning your future objectives, plans, evaluation and dissemination processes. Please describe end products of the proposed work in non-technical language.

**2) Summary/Problem Statement**

Speak to significance, relevance, innovativeness, timeliness, generalizability, benefits, etc. of your proposed goals over coming years. Please provide a one-page description of the **intellectual merit** of the proposed work as well as the **broader impacts** if your plans are successful. How will faculty and students benefit from these efforts? Perceived impact/visibility outside the campus?

**3) Objectives, Specific Aims, Measurables, Expected Outcomes, Hypotheses**

Typically presented as a one-page, numbered list of topics or questions to be asked and answered. These steps need to be framed in operational language with specific near- and longer- term endpoints.

**Sections 4-6 are limited to a combined total of 12 pages and should discuss plans to:**

- Further develop innovative scholarship
- Obtain external funding
- Develop accomplished faculty/students
- Increase institutional reputation

**4) Introduction or Background**

The (revised, as appropriate) Center mission or focus should be described here.

**5) Methods, Activities, Operating/Action Plans, Strategies, Procedures**

How will the proposed goals/projects/topical themes be addressed or research/creative questions answered? Details of plans to address the topic or answer the questions/hypotheses must be presented. Please also describe qualifications of the faculty and students who will work on the topics/questions, along with proposed operational guidelines for the Center (especially if revised). Plans for faculty and student development may be included.

**6) Evaluation or Assessment, Future Funding, Dissemination**

What metrics or other evaluative techniques will help determine whether and to what extent the Center has accomplished its intended purpose? Evaluation criteria must be presented with a description of how the results of the evaluation will be reported and used by the applicants and others. Plans for external funding and financial support should be included.

**7) Curriculum Vitae**

Please provide a two-page CV for each primary (core) Center faculty member (maximum of eight faculty)

**8) Budget**

A detailed budget must be presented year by year, with cumulative totals. Again, the total amount should not exceed one-half the original award amount, and may be spread over a one-to-five year period as the Center's core faculty wish.

The proposed budget should cover faculty, staff, students, supplies, equipment, and space. The budget may include the Director's salary; salary support for staff; faculty summer stipends; funds for short-term Visiting Fellows from other institutions; seminar support; graduate student or postdoctoral fellowships; funds for Center faculty's release time; equipment; any seed-grant programs; etc. These budgets are expected to comply with academic year salary and additional compensation policies posted on the ORSP web site (<http://www.wfu.edu/rsp/policies.html>).

Please also describe plans for provision of necessary resources beyond Provost-provided Center funding: service fees? University budget? Endowment? Indirect costs?

**9) Letters of Support/Collaboration**

Where the Center's renewal plans involve overlap with departmental/school functions and faculty or in-kind support from departments or schools, details of the collaboration and support must be addressed in a letter from the collaborator.

**10) The completed grant application should be submitted electronically to [wagnera@wfu.edu](mailto:wagnera@wfu.edu) in the Office of the Provost by 5 p.m. on Friday, October 18, 2013.**

This application will be reviewed by a committee, which will make recommendations to the Provost by December 2013. Review criteria will be similar to the initial Five-Year Centers' Proposal Review criteria (<http://provost.wfu.edu/centers-and-institutes>), as specified on the following page.

## **Review Process**

- i) All renewal proposals are due in the Office of the Provost on the date specified above. Renewal applicants are asked to submit names and contact information for four external reviewers. These external reviewers cannot have been mentors, collaborators, or former colleagues of any of the Center faculty. We will make every effort to obtain at least two external ad-hoc reviews of each proposal submitted.
- ii) This application will be reviewed by a committee, which will make recommendations to the Provost by December 2013. The review committee will consist of non-conflicting members of the research advisory council (RAC), the associate provost of research, the assistant provost for budget/finance, and at least two external reviewers. Any sitting RAC member who has a conflict of interest with any of the proposals will be replaced for the whole Center review process, not just the review of any proposal(s) involving a conflict. This will typically result in a Center proposal review group that is roughly half current RAC members and half ad-hoc members. Internal Center reviewers will have access to external reviews before they meet.
- iii) Each Center renewal proposal submitted will be allotted 30 minutes for oral Q&A from the Provost and associate provost for research. This session will focus on how the Center's planned renewal fits with and contributes to the University strategic plan. We will have information on intellectual merit from external and internal reviews; this meeting should therefore focus on why Center renewal is desirable for Wake Forest and our strategic plan. These meetings will typically be scheduled during the second or third weeks of November.
- iv) Review group recommendations will be shared with the Provost. Upon review, the committee can recommend renewal (up to half of the original award, per Center request and above details). The committee may also recommend awards for a smaller amount or time frame depending upon the request, budget, and substantive description/justification. The committee can also recommend Center discontinuation. Final funding decisions reside with the Provost; Center directors will be notified of the decision as soon as possible.