

SICE Guidelines for Establishment and Management of School Centers

October 13, 2017

All SICE centers must adhere to university policies for establishment and management of centers and institutes, available at http://www.indiana.edu/~vpr/centers_policy.shtml. These policies describe requirements for proposing new centers and ongoing obligations for existing centers. Obligations include submission of an annual report and annual review. The Assistant Dean for Research is the SICE administrator in charge of center compliance and contact point for these processes.

The within-school process for forming school-level centers is as follows:

- 1) Faculty considering forming a center should consult with the Assistant Dean for Research, to discuss goals, tradeoffs, and policies relevant to center formation, as well as policies on center operation (e.g., assignment of ICR return by members).
- 2) Faculty wishing to proceed on a school center develop an application to form the center, following the instructions in the campus guidelines, and submit it to the AD for Research, who provides feedback as needed.
- 3) Once the proposal is in final form and the AD for Research determines that it satisfies campus requirements, the AD for Research provides it to the Senior EAD, EAD and department chairs. The EAD schedules discussion of the proposal for a meeting including the Senior EAD, EAD, AD for Research, and department chairs.
- 4) The AD for research leads discussion of the proposal, and the chairs vote on a recommendation for its acceptance.
- 5) In light of the discussion and vote, the Senior EAD makes a final decision on acceptance of the center.

Under current SICE policies, sufficiently large centers receive ICR return from center members' grants in relevant areas, with the percentage of ICR returned determined by a sliding scale based on total external funding received by the center. To initiate ICR return to a center (or centers), when a relevant grant is awarded, the PI must complete the Assignment of Center ICR Return form available on the ADR web site and submit it to the ADR office. On that form, PIs belonging to multiple centers relevant to a grant list the desired share of the total grant funding to be allocated to each center for ICR return purposes.