

UCI School of Medicine Centers

General Guidelines for establishment of a School Center per the UCI Office of Research

School Centers may be established by a Dean if the following conditions exist:

- Faculty members are predominantly from their school;
- Title of the unit clearly implies its association with a particular school; and
- No resources are expected from the Vice Chancellor for Research or the Executive Vice Chancellor and Provost.

School Centers are distinct from UCI Organized Research Units (ORUs) and Campus Centers.

- SOM Centers are listed with a * on this webpage:
https://som.uci.edu/centers_institutes.asp
- ORUs are posted here: <https://www.research.uci.edu/centers-institutes/oru-guidelines.html>
- Campus Centers are posted here: <https://www.research.uci.edu/centers-institutes/cc-guidelines.html>

The Dean of the School will be responsible for the following:

- Establishing procedures for submitting proposals for School Centers;
- Submitting the name of the proposed center to the Vice Chancellor for Research for approval;
- Appointing the Director and determining the term of service;
- Establishing terms of existence; a period of three to five years is recommended, with provisions for review by the Dean at the end of the term to reaffirm the merits of the Center and to renew its term;
- Budget, space, and administration or administrative oversight; and
- Any review the Dean deems necessary.

Review Process

After submission by the Dean, the Vice Chancellor for Research will review proposed names of School Centers for distinctiveness and appropriateness of the title. The Office of Research will maintain a list of the approved School Center names. Use of the word "Institute" in the title remains restricted to approved Organized Research Units (ORUs) and multicampus research programs. Proposals for designation as a School Center will not be subject to review by the Academic Senate.

School Centers may be listed on academic unit Websites and the Office of Research Website. However, only ORUs, Campus Centers, Special Research Programs, and multicampus research

programs will be highlighted on the UCI Web page of research organizations, and in the database maintained by the UC Office of the President.

Guidelines for the Establishment of a School of Medicine-based Research Center

Purpose: The designation of “School Center” was established by the UCI Office of Research as a means of offering the flexibility for faculty, predominately within a particular school, to create research units that suit their needs and areas of expertise. The School of Medicine, with a faculty of wide-ranging and diverse expertise, encourages its faculty to form partnerships within the SOM for the purpose of pursuing a research initiative that can be strengthened by the establishment of a School Center.

Procedure for establishing a SOM Center: The Dean of the School of Medicine will decide on the viability of a proposal for a SOM School Center. Once the application to establish a Center has been completed by the requesting faculty, it must be submitted to the Dean for review. The Dean will make a determination as to whether the proposed School Center will be established. If the application is successful, the Dean will submit the name of the proposed Center to the Vice Chancellor of Research for approval. (Note: The use of the word “Institute” in the title remains restricted to approved ORUs and multi-campus research programs.)

Application for the Establishment or Continuation of a School of Medicine-based Research Center: An application should include the following:

1. Date:
2. Proposed Center Director(s) and Co-Director(s):
3. Participating faculty and other key personnel and departments:
4. Indicate whether this is an initial application (3 years) or request for renewal (5 years). If renewal, indicate significant changes in Center mission or operations.
5. Proposed name of the Center:
6. Describe the activities and resources of the Center (2 pages maximum); be specific about research and outreach projects.
7. Include a budget for the proposed Center. Include specific grants, awards, or funding that you anticipate receiving.
8. What space will the proposed Center occupy?
9. Describe the proposed administration and financial oversight of the Center.

Please note that the establishment of the proposed Center will be at the discretion of the Dean, and for a defined period of time. As time permits, but at the discretion of the Dean, the Dean may consult with the Dean’s research council or its leadership on this decision. Note: per campus guidelines names of SOM School Centers are reviewed by campus for consistency.