

Date of Submission: _____

Dalhousie Senate Academic Priorities & Budget Committee

**Information Required to Support Proposals
for the Establishment of Centres and Institutes
(Form approved by SAPBC June 15, 1998)**

I. GENERAL INFORMATION

- A. Name(s) & Affiliation(s) of Proposer(s):**

- B. Name of Faculty or Faculties Involved:**

- C. Names of Existing Departments, Schools or Other Units Involved:**

- D. Name of Proposed New Centre/Institute:**

- E. Proposed Date of Establishment:**

- F. Name & Address of Proposed Director or Interim Director:**

- G. Brief Description of the New Unit:**

II. STRUCTURE AND PURPOSE OF PROPOSED CENTRE/INSTITUTE

A. What are the academic objectives of the proposed centre/institute?

B. Other objectives?

C. What provincial, regional or national needs would it meet?

D. What programs/activities would the new unit be expected to undertake in its first five years?

E. How do these programs/activities relate to overall Faculty plans and objectives over the next five years?

F. Proposed members of the Institute/Centre

G. What relationships would the new centre/institute have with other units in the Faculty and in the University and with external organizations or agencies?

H. What would be the costs and consequences to the University, within the next five years, of not proceeding with the proposed centre/institute?

IV. Revenue/Income

[Please provide information for a period of at least three years. Use constant dollars for the year in which the estimates are prepared. "Program" means anticipated research & administrative activities to be funded from revenue; "Univ. Services" refers to University Support Services listed in Section VI.]

<u>Year</u>	A Revenue from Grants		Amount for:		
	<u>Total</u>	<u>Source</u>	<u>Program</u>	<u>Special Expenses</u>	<u>Univ. Services</u>
1					
2					
3					
4					
5					

Explanation:

<u>Year</u>	B Revenue from Contracts		Amount for:		
	<u>Total</u>	<u>Source</u>	<u>Program</u>	<u>Special Expenses</u>	<u>Univ. Services</u>
1					
2					
3					
4					
5					

Explanation:

C. Government Funding

Amount for:

<u>Year</u>	<u>Total</u>	<u>Source</u>	<u>Program</u>	<u>Special Expenses</u>	<u>Univ. Services</u>
1					
2					
3					
4					
5					

Explanation:

D Endowments

Planned Size of Endowment:

Expected Annual Income:

Existing Commitments for this Endowment:

Expected Sources:

Explanation:

E. Reallocation of Existing Resources

<u>Year</u>	<u>Reallocated Total</u>	<u>From</u>	<u>To</u>	<u>Resulting Losses In Current Income</u>
1				
2				
3				
4				
5				

Explanation including impact on previous recipient of these resources:

<u>Year</u>	F Other Revenues		Amount for:		
	<u>Total</u>	<u>Source</u>	<u>Program</u>	<u>Special Expenses</u>	<u>Univ. Services</u>
1					
2					
3					
4					
5					

Explanation:

V. Staffing and Other Costs/Reimbursement to the University

A. Use of Existing Academic Staff

<u>Person</u>	<u>Dept.</u>	%FT	%FT	Change in <u>Workload/Responsibilities</u>	Cost of Change*	
		<u>Now</u>	<u>Proposed</u>		<u>Year 1</u>	<u>Ongoing</u>

*Costs include change in %FT, lost grants and contracts, requirement for overload teaching or replacement(s).

Effect of these changes on existing programs:

B. New Staff

Hiring <u>Date</u>	% <u>FT</u>	Respon- sibility _____	Qualifica- tions/Rank _____	Salary/Benefits <u>Year 1</u> <u>Ongoing</u>
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Please explain one-time costs:

Cost

Recruitment:
Relocation:
Training:

C. Existing Non-teaching Staff

<u>Role*</u>	<u>Person</u>	<u>Dept.</u>	%FT <u>Now</u>	%FT <u>Prop.</u>	Change in <u>Workload/Responsibilities</u>	Cost** <u>Init.</u> <u>Ongoing</u>
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* Role - administrative, technical, clinical, clerical, trades, student assistants, other.

**Costs include change in %FT, lost grants/contracts, staff development.

Effect of these Changes on existing programs:

D. New Non-teaching Staff

<u>Hiring</u> <u>Date</u>	<u>%</u> <u>FT</u>	<u>Respon-</u> <u>sibility</u>	<u>Qualifica-</u> <u>tions/Rank</u>	<u>Salary/Benefits</u> <u>Year 1</u> <u>Ongoing</u>
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Please explain one time costs:

Cost

Recruitment:
Relocation:
Training:
Equipment:

E. Other

VI. Other Costs: UNIVERSITY SERVICES

- A. Library** (Please append a copy of the University Library System's assessment of current & anticipated resources and projected costs, or describe & justify alternative arrangements).
 Acquisitions: [periodicals, books, & special equipment needed]

Start-up Costs

Annual

B. Computing

Anticipated Use	Purchases		Staff	Costs	
	Hardware	Software		Initial	Ongoing

Computing Centre

Existing Computer Labs

New Computer Labs

Other

Explanations:

- C. OTHER** (Registrar, audio-visual, physical plant, personnel, financial services, legal services.)
 Explain any special impact the proposed program could have on any of these services.
 Normal usage is covered by the university support services figure reflected on the last page of this form. Indicate in the right-hand column the anticipated cost for **special** use.

Use

Cost

VII. Space Requirements

[In each section below specify estimated costs for each suggested change and basis for estimate.]

- A.** Modifications needed to existing laboratory or other teaching space – Specify which space and identify changes needed and projected costs.

- B.** Offices

Estimated Cost:
Initial _____ Ongoing

How many of the additional staff persons indicated above can be located in existing offices? Indicate the location for each such person.

Modifications needed within offices identified above -
Indicate which offices and nature of modifications needed.

New offices - Indicate number, size and location.

C. Student Space Estimated Cost:
Initial Ongoing

Identify additions and/or modifications needed to study and/or lounge areas. Indicate location and nature.

D. Other [e.g., storage, shops, etc.] Estimated Cost:
Initial Ongoing

Additions and/or modifications needed - Indicate location and nature.

FINANCIAL TOTALS

<u>Start-up</u>	<u>Year:</u>	1	2	3	4	5
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COSTS:
[Inc. University support service costs @35-40%]

INCOME: