

Proposal to Establish a Research Institute or Research Centre

Refer to the Research Institutes, Research Centres, and Research Groups policy document for definitions and an overview of the establishment process. All establishment proposals should demonstrate alignment with [Teaching Greatness: Strategic Vision 2030](#), and the [Tactical Plan for Scholarship](#).

Establishment proposals should be sent to research@macewan.ca for the Associate Vice-President, Research to review.

Proposals should be a maximum of 3 pages, excluding attachments, and include:

- **Research Entity Proposed**

Indicate if the entity being proposed is a Research Institute or Research Centre.

- **Details of the Proposed Director**

Include the name of the proposed Director, Faculty/School, and position held at the University.

- **Membership**

List all group members' names, titles, contact details, and Faculty/School, if applicable.

- **Research Entity Name**

- **Mandate and Justification**

Describe the mandate of the research entity, type of Scholarship that will be conducted, and expected contributions to the University, and if applicable, the wider community.

- **Goals and Objectives**

Indicate measurable goals and objectives, and outline expected activities that can be used as key performance indicators or other measures of scholarly output.

- **Student Involvement**

Provide details regarding how MacEwan students, or students from other post-secondary institutions, will be involved with the research entity.

- **External Involvement**

List any external collaborators and describe all expected external involvement. Indicate how these relationships benefit the research entity. Include the names, titles, and contact details of individuals from external organizations. Provide evidence of an existing or in-progress research relationship (e.g., letters of support).

- **Facilities**

Explain what facilities, including space, are expected and if these have been secured by the proposed Director or another responsible office.

- **Budget**

As an attachment, prepare an initial budget projection for the first five years, including all sources of income (both confirmed and anticipated) and expected expenses.

- **Proposed Advisory Group Membership**

Provide names and affiliations of potential members for the Research Institute or Research Centre's advisory group that will provide the entity with direction and advice. Advisory group membership will be formally approved post-establishment.

- **Attachments**

Required attachments include:

- Letter of Support from the Dean of the proposed Director's Faculty or School, including approval for facilities, if applicable.
- Letter(s) of Support from external partner(s).
- Abbreviated CV of the proposed Director.
- Abbreviated CVs for all proposed members.
- Initial budget plan.