



## NORMALIZATION OF ACADEMIC RESEARCH CENTERS (ARC) FORM

Instructions for Deans: Please have a form completed for each of the existing centers in your unit that are included in the attached list. We have prepopulated some of the sections with the information that we have collected so far but the contents could be edited as needed. All sections must be completed. The form needs to be signed by both the Dean and the Center Director, dated, and submitted to the Provost Office for final approval and recording. No existing unit or program could use the name center or institute going forward unless they go through this normalization process or fall under one of the exceptions mentioned in the Operating Principles for Academic Research Centers at the University of California, Riverside (UCR) (Principles). New centers could be created but only in accordance with the process described in the Principles.

**College/School:** \_\_\_\_\_

**Center name:** \_\_\_\_\_

**Date (year) of original center creation (or best available estimate):** \_\_\_\_\_

**Current director:** \_\_\_\_\_

**Current director home department:** \_\_\_\_\_

**Ongoing support:** \_\_\_\_\_

**Activities of the center:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Oversight/Review:** The Dean of the College/School has oversight over the ARC in their unit. All ARC must fulfill the general annual and five-year review guidelines in the Principles. At the Dean's discretion, a deeper, equivalent of a five-year review could be conducted sooner for this first time because of this transition (but reviews would have to follow a five-year cycle thereafter). Please use this section to indicate the date when the first equivalent of a five-year review will take place and describe what would be involved in such review.

**Brief information about major, multi-PI, or center grants, if applicable (otherwise list NA):**

**Signatures:** \_\_\_\_\_

**Center Director:** \_\_\_\_\_ **Dean:** \_\_\_\_\_ **Provost:** \_\_\_\_\_

**Date:** \_\_\_\_\_