



Guidelines for the Chartering of Scholarly Centers and Institutes

Office of the Chief Research Officer
The George Washington University

The University recognizes that research and other scholarly activities contribute significantly to the academic stature of the institution, as well as to the capability of the faculty to fulfill its responsibilities as teachers and public servants. To that end, the University seeks to ensure the close integration of research and teaching, including the employment of students in sponsored research projects and the use of research facilities for instructional purposes. Our policy of chartering and periodically reviewing scholarly centers and institutes facilitates the coordinated strengthening of research capabilities throughout the University. Becoming chartered confers on a center or institute a University seal of approval and results in the unit's inclusion in listings of scholarly units.

For these purposes, a center/institute may be identified primarily with one discipline; it may be clearly multidisciplinary or interdisciplinary; it may have a single focus or it may support research or scholarship in a wide variety of related areas. Some centers are supported from University funds; others depend entirely on sponsorship by outside agencies and foundations. Whatever the source of support, there should be a clear need for some number of faculty members to work together in a single administrative unit to carry out a more effective program. For the definition of a center and institute at GW, [click here](#).

If the disciplines represented in a center/institute are contained within a single college or school, the unit is expected to report through the dean of that college or school. Centers generally report to a Dean through a Chair. If the disciplines of several schools are represented in a significant way in the center/institute, the unit may report to one or more of the deans or to the Chief Research Officer.

Faculty seeking to establish a new organized scholarly unit should submit the attached application form in [Word](#) or [PDF](#) format through their Chair and Dean to the Office of the

Chief Research Officer, after reviewing all [additional information](#) on scholarly centers and institutes. After reviewing the request, the Chief Research Officer will forward a recommendation to the Vice President for Academic Affairs, who, after review, will then forward a recommendation to the President. The application should carry the endorsement of the appropriate Dean and Chair.

The application is designed to elicit information regarding the following matters:

1. The purpose and need for this scholarly unit in general terms and on this campus;
2. the activities and accomplishments of the unit to date;
3. the proposed administrative organization, including the role of regular members of the faculty;
4. the financial support required to sustain scholarly activity at a significant level and the source(s) of these funds at the present time;
5. the personnel involved;
6. the importance of the unit to graduate education at this institution;
7. any external service functions of the unit and/or any formal external relationships; and
8. space needs and how they are to be met.

Initial charters are given for one to four years. A review is conducted prior to the expiration of the charter to determine whether a renewal of the charter is in order based on a report of the status and productivity of the unit. Units will be re-chartered for periods of one to four years. An organized scholarly unit may be terminated by the President at any time.

Thank you for your interest in advancing significant research and scholarship on this campus.

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