



Establishment and Review of NJIT Research Labs, Centers, and Institutes

Office of Research
Policy Number: 1.4

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I. Policy Summary

The NJIT research enterprise capitalizes on the expertise of faculty by creating research centers and institutes to augment the research activity housed in academic departments. The creation of research centers and institutes is faculty-driven and intended especially to highlight interdisciplinary and transdisciplinary research.

II. Policy Purpose

This document outlines the policies for establishment and review of NJIT Research Labs, Centers, and Institutes.

III. Policy Scope and Applicability

This policy is in effect for all units of NJIT and applies to all sponsored programs.

IV. Definitions

Labs or Laboratories: An informal designation which does not require any special approval process by the University. The formal name of the laboratory should be communicated to the Office of Research by contacting the executive director, sponsored research programs administration.

Center: A collaborative effort among at least three faculty members, centered on a specific research, educational, or training activity, often with participants from more than one department or school.

Institute: A large, integrative unit, usually with participants from more than one college or school. An Institute may contain one or more centers within its administrative structure.

V. Policy Statement

Centers and institutes are meant to facilitate research and education while addressing an unmet need. The establishment of a center or institute should lead to an intellectual environment that brings people together to solve scientific, technical, or societal problems. The proposal should clarify how the formation of the entity will serve as a means of focusing resources to advance these goals. Approval of a new unit is based primarily on the value of the proposed unit to the mission and goals of the sponsoring department, college, and university as well as the likelihood of obtaining outside funding for support and sustainability within a reasonable period of time. Additional evaluation criteria include budgetary and space requirements as well

as plans for including students and postdocs. In proposing a center, the participants should be clear in their proposal how the formation of this entity will serve as a means of focusing resources to facilitate research and education to solve scientific, technical, or societal problems. Each center or institute must demonstrate a clear need for faculty members and staff to work together in a single administrative structure that allows them to carry out a research program more efficiently and effectively than they would be able to do working individually or in informal partnerships.

VI. Procedures

Faculty or academic administrators seeking to establish a new center or institute or renew an existing research unit must submit a proposal. Full details for this proposal can be found in the current [Labs, Centers, and institutes establishment and review procedures document](#). An institute's approval will follow the same review process as a center. However, the larger size and larger impacts and risks associated with the formation of an institute may necessitate additional requirements for its approval. Centers will be reauthorized periodically to determine whether their continued existence is justified and in the best interest of the university.

VII. Roles & Responsibilities

A standing Center Review Committee (CRC) consisting of research active faculty appointed by the Provost will review the proposal and provide a recommendation to the senior vice provost for research who makes the final decision.

VIII. Authority and Responsibility

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration.

Related Policies and Regulations

Labs, Centers, and institutes establishment and review procedures document.

