

## New Center or Institute Signature Form (pdf)

**Print form and attach it to the front of the proposal**

<b>Proposed Center/Institute Name:</b>	
<b>Department+ZIP:</b>	<b>College+ZIP:</b>
<b>Primary Contact:</b>	
<b>Phone#:</b>	<b>E-mail:</b>

**All signatures on this page attest to:**

1. **Support for the goals and structure of the proposed Center or Institute**
2. **Appropriate consultation within signatory's area of responsibility**

**PROPOSAL STEPS:**

**COMPLETED:**

**1. Proposal developed** (Consult with EPPC chair and Dean of Undergraduate Studies for signatures required)

Date:

**2. Proposal reviewed and approved by Department Curriculum Committee**

Date:

\_\_\_\_\_  
Chair, Department Curriculum Committee signature

Signature required if checked

**3. Proposal reviewed and approved by Department Chair**

Date:

Signature required if checked

\_\_\_\_\_  
Department Chair signature

**4. Proposal reviewed and approved by College Curriculum Committee**

Date:

Signature required if checked

\_\_\_\_\_  
Chair, College Curriculum Committee signature

**5. Proposal reviewed and approved by College Dean**

Date:

Signature required if checked

\_\_\_\_\_  
College Dean signature

**6. Other signature(s) required** (as determined by EPPC chair and Dean of Undergraduate Studies)

Signature(s) required if checked

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Send completed proposal to: Academic Affairs, Campus Zip 110, Attn: Bitsy Wagner**

Last updated: October 12, 2005