**Application for Centres and Directors**

1. **General Information:**
2. Centre name:
3. Centre status: select a) New, b) Renewal
4. Centre director:
5. Director status: select a) New; b) Renewal (see additional items under page 2)
6. Registration timeframe:
7. Indicate if the Centre should be Research eligible (to apply and hold funds): select a) Yes, b) No

If yes, see [Faculty of Social Science Policy for Affiliate Membership Process](https://www.ssc.uwo.ca/research/CentreDirectorReview.html) to provide formal membership affiliation to your members.

1. **Centre purpose and function**
2. **Rationale and justification (description of Centre, function, etc.).**

 i. Description of Centre function

ii. Goals and objectives

1. **Description of governance structure, including**

i. Names, institutional affiliations, qualifications and responsibilities of officers

ii. List of meetings of the governing body since the last review/establishment of Centre.

1. **Centre membership**

i. List of Faculties/Departments/Schools or external institutions directly involved (Member or student/postdoc affiliations).

ii. List of current active Centre members with indication of affiliation (Western department and faculty or other affiliation).

iii. List of external partners, including partner organizations.

iv. List of associated undergraduate students, graduate students, and postdocs, indicating Western affiliation (department and faculty) and supervisor /committee members who are Centre members.

1. **Report on Activities since the previous renewal**
2. **Description of how Centre has achieved objectives (as above) including**

i. Overview/highlights of collaborations between and among Centre members, students, and external partners

ii. Overview/highlights of research productivity

iii. Evidence of impact at the national or international level

iv. Overview/highlights of Centre activities

1. Activities that engage members and students, such as seminar series, reading groups, etc.

1. **Outreach activities (e.g., public lectures)**
2. **Research activity/outputs.** Provide details on research activities and outputs that are directly related to Centre purpose. These should generally involve collaboration between at least 2 Centre members, external partners, and/or students; in those cases where only one Centre representative is involved, inclusion should be justified with a brief description. *NOTE:* In citations or specific item descriptions indicate **Centre Members in bold,** external partners with underlining, and *students in italic font.*

i. Publications

ii. Presentations

iii. Other knowledge mobilization activities

iv. Collaborative external grant activity including contracts (PI must be a Centre member, and should involve at least 1 additional Centre members, external partners, and/or student; in those cases where the PI is the only Centre-affiliated participate on a grant, provide clear justification for inclusion of the grant as a Centre activity)

1. Applications submitted, indication of status.

2. For successful applications, brief statement on the significance of the project and outcomes

1. **Plans for the *upcoming* term**
2. Primary research objectives
3. Primary academic and/or non-academic activities and engagement
4. Expected contributions to the University’s and Faculty’s mission.
5. Financial snapshot (including, as relevant, carry forward amounts, expected income, anticipated annual expenditures, etc.), or a statement indicating that no funding is attached to the Centre.
6. **Additional items for Director review**

a) the director seeking renewal should provide the following

i. external and self assessment of director performance (this should reflect the duties and responsibilities of the director outlined in the Faculty of Social Science [Policy for Centre and Director Review Process](https://www.ssc.uwo.ca/research/CentreDirectorReview.html)

ii) an updated CV,

iii) a letter to the Dean outlining her/his motivation and vision (goals and intentions) for the Centre

iv) letters of support from members, departments involved and NEST (if applicable)

Note: this application form complies with the following policies:

[Faculty of Social Science Policy for Centre and Director Review Process](https://www.ssc.uwo.ca/research/CentreDirectorReview.html)

[Faculty of Social Science Policy for Affiliate Membership Process](https://www.ssc.uwo.ca/research/CentreDirectorReview.html)

[Western University Policy 7.9 – Establishment, Governance and Review of Research Institutes, Centres and Groups](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp79.pdf).

[Western Procedure for Policy 7.9 – Establishment, Governance and Review of Research Institutes, Centres and Groups](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp79_procedures.pdf)