



## Name of BPG – Centers and Institutes Approval Process Curricular Affairs

2026

Type:	New and Changes
Business Process Name:	Centers and Institutes Approval Process
Created/Updated By:	Martha Sesteaga
Creation/Updated Date:	02/2026
ABOR Policy:	2-222 to 2-223
Purpose:	This document is intended to guide the user through the submission of a center or institute's proposal.

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<b>Abbreviations</b>		
ORP	Office of Research and Partnership	
CA	Curricular Affairs	
ABOR	Arizona Board of Regents	
CI	Centers and Institutes	
OBP	Office of Budget and Planning	

This guide translates existing policy and practice into a clear, predictable business process for establishing, changing, reviewing, and disestablishing Centers and Institutes (C&I). It clarifies:

- Which actions require ABOR approval vs. Executive Chair approval
- Roles and handoffs between ORP, Curricular Affairs (CA), OBP, and ABOR
- Timelines, required documents, and decision points

The goal is to reduce confusion, duplication of work, and delays while ensuring compliance with ABOR and University requirements.

**Procedure**

**A. Definitions and Scope.**

**Centers & Institutes (C&I)** include:

- **University Research Centers and Institutes (URCIs)** housed in ORP
- **Academic Unit Centers/Institutes (AU C&I)** housed in colleges or departments

**Key Distinction:** ABOR’s definition of an “academic unit” differs from UArizona’s internal usage. Some C&I must be approved by ABOR even if they do not own academic programs.

A current inventory of approved Academic Unit C&I is maintained at:

<https://research.arizona.edu/facilities/centers-institutes/university>

**B. Decision Tree: Identify the Request Type**

<b>Request Type</b>	<b>Approval Authority</b>
New Center/Institute <b>with a budget or org unit #</b>	<b>ABOR</b>
New Center/Institute <b>without budget (recognition only)</b>	ORP + College/Dept
Retroactive approval for existing C&I	<b>ABOR</b>
Name change (ABOR-approved C&I)	<b>ABOR Executive Chair</b>
Disestablishment	<b>ABOR Executive Chair</b>
Merge C&I	<b>ABOR Executive Chair</b>
Transfer of Ownership	<b>Internal (no ABOR)</b>
Periodic review/reauthorization	<b>Internal (no ABOR)</b>

**Rule of Thumb:** If the C&I appears (or should appear) in the organizational hierarchy, assume ABOR involvement unless confirmed otherwise.

**C. Roles and Responsibilities**

**Office of Research & Partnerships (ORP)**

- Serves as intake and process owner for C&I requests
- Confirms request type and approval pathway
- Coordinates with colleges/departments
- Ensures proposals are complete before submission to CA
- Maintains internal records and periodic review schedules

**Curricular Affairs (CA)**

- Serves as the official ABOR submission unit
- Verifies correct ABOR form and supporting materials
- Edits proposals for ABOR standards (format, clarity, completeness)
- Submits proposals to ABOR
- Issues official approval memorandum upon final decision

**Office of Budget & Planning (OBP)**

- Updates organizational hierarchy and budget structure
- Implements approved changes following the CA memorandum

**Arizona Board of Regents (ABOR)**

- Reviews and approves eligible C&I actions

- Acts via full Board or Executive Chair, depending on request type

#### D. Standard Process by Phase

##### Phase 1: Intake & Pre-Screening (ORP)

**Objective:** Determine whether ABOR approval is required.

Actions:

1. ORP receives request (new, change, disestablish, merge, etc.)
2. ORP confirms correct approval pathway:
  - Internal only
  - ABOR Executive Chair
  - Full ABOR Board

**Output:** Confirmed pathway + checklist of required documents

**Link:** <https://research.arizona.edu/facilities/centers-institutes>

##### Phase 2: Proposal Development (ORP)

**Objective:** Assemble a complete proposal.

Required materials (as applicable):

- ABOR Request to Establish New Academic Organizational Unit (Word)
- Budget template (if applicable)
- Supporting narrative and rationale
- Ownership, governance, and reporting structure

Guidance documents:

- Guidance for Establishment of a New Center or Institute
- Budget Template
- ABOR Request Form (Word only; PDFs not accepted)

Formatting Rules:

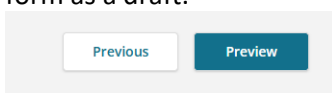
- Word documents only (no PDFs)
- No abbreviations; spell out all terms
- Institutional (University-level) perspective, not unit-specific
- Do not edit the form.

##### Phase 3: Curricular Affairs Review & Submission

**Objective:** Ensure compliance and submit to ABOR.

Actions:

1. ORP submits a **complete proposal** to CA by the deadline through the new submission system: <https://azcultivate.arizona.edu/#freeformCompetitionDetail/2007553>
  - ORP must submit this form for CA review and include a field to request budget information. If no budget template is attached, the submission will be treated as an internal review only and will not be forwarded to ABOR or the Executive Chair. The attached budget template, along with the full proposal and any additional supporting documentation, must be included to assist CA in its internal review and preparation for the ABOR submission and to ensure all necessary materials are ready for the finalized approval correspondence.
  - You must log in using your UA NetID (top right corner) to submit the form.



2. CA verifies:

- Organizational hierarchy in UAccess Analytics
  - Complete a budget department search to determine whether an org number exists for the center or institute. If no results appear, the unit has not been created in the organizational hierarchy. If a result appears, the unit exists in the system, but this does not confirm approval by the Arizona Board of Regents (ABOR). If the “Academic Department Flag” shows an “N,” it indicates the unit does not offer academic programs (e.g., a center or institute).

Employee Department Flag	Financial Department Flag	Academic Department Flag
Y	Y	N

- Prior ABOR approval history (as available)
- UA Requester and owner department
- Correct ABOR form
- All provided attachments
- Consistency with ABOR policy

3. CA edits and finalizes documents for ABOR Submission:

**Deadlines (Typical):**

Effective Term	ORP → CA Deadline	ABOR Meeting
Fall	Sept 15	February
Spring	Jan 15	June

On-time submission does **not** guarantee approval at a specific meeting.

**Link:** <https://azcultivate.arizona.edu/#freeformCompetitionDetail/2007553>

**Phase 4: ABOR Review & Decision**

- ABOR reviews proposals twice annually (Feb & June)
- Executive Chair reviews qualifying actions as needed
- Decisions are returned to Curricular Affairs

**Phase 5: Approval Memo & Implementation**

**Objective:** Operationalize the decision.

Actions:

1. CA issues official approval memorandum – notifying the requester/dept. ORP, OBP, and campus stakeholders
2. For New C/I - ORP submits an Official Organization Change request to OBP: <https://budget.arizona.edu/org-change>
  - OBP updates organizational hierarchy and budget

**Outcome:** C&I is officially established, changed, or set for disestablishment

**E. Periodic Review & Reauthorization**

Every **5 or 7 years**, depending on C&I type

**Academic Unit C&I**

- ORP-led review
- Guidance: Periodic Review of Academic Unit Institutes/Centers
- Requires self-study and internal review
- **No ABOR submission required**

### University-Wide (URCI)

- ORP-led review
- Self-study and review materials required
- Outcomes may trigger:
  - Continuation
  - Restructuring
  - Disestablishment (which **does** require ABOR Executive Chair approval)

**Link:** <https://research.arizona.edu/facilities/institutes-centers/approval-form#periodic-review>

### F. Takeaways

**ORP manages the process; Curricular Affairs manages ABOR submission.** Early coordination and clear documentation are essential to keeping C&I actions compliant, timely, and defensible.

Avoid common pitfalls:

Issue	Prevention
Unsure if ABOR approval is needed	Check the org hierarchy early
Submitting PDFs	Use Word only
Late submissions	Plan 8+ weeks ahead
Missing historical approvals	Verify ABOR records before proceeding
Confusion over ownership	Confirm reporting line upfront

### G. Process Checklist

- Identify request type
- Confirm ABOR vs internal approval
- Verify organizational hierarchy status
- Assemble required forms (Word)
- Complete budget template (if applicable)
- Submit complete packet to Curricular Affairs by deadline
- Receive approval memo
- OBP updates hierarchy and budget

# Appendix A – Online Form

## Page One

### Centers and Institute Proposals



Details Applications

Complete and submit the application below. The personal details will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

You have not submitted any applications for Centers and Institute Proposals. You may submit unlimited applications.

#### My Applications



First Name \*

Martha L

Last Name \*

Sesteaga

Primary Title \*

Email Address \*

College/Department/Unit \*

Provide the name of the College, Department, and/or Unit submitting the request.

Type of Proposal \*

- New C&I with a budget or Org Unit #
- New C&I without budget (recognition only)
- Retroactive approval for existing C&I
- Name change (ABOR approved C&I)
- Disestablishment
- Merge C&I
- Periodic review/reauthorization

Effective Term \*

Select the effective term for the proposal

Select...



## Page 2

### Year C&I was approved

Provide the year in which the C&I was previously approved, if this proposal is requesting a change.

### Official Organization Change

Has an Official Organization Change form been submitted for this proposal?

- Yes
- No
- Unknown

### Existing Organization Unit #

Provide the UA organization number associated with the existing C&I.

### Email Addresses for notifications

Include only the email addresses of individuals who should receive notifications regarding your submission.

## Page 3

### ABOR Form

Attach the ABOR form associated with this proposal (required for New/Name Change/Merger).

### Budget

Attach the budget template included with the proposal for the new C&I program requiring ABOR approval.

### Supporting Documentations

Please attach any supporting documentation, including the full proposal, to assist with our internal review and ABOR submission preparation.

Previous

Preview

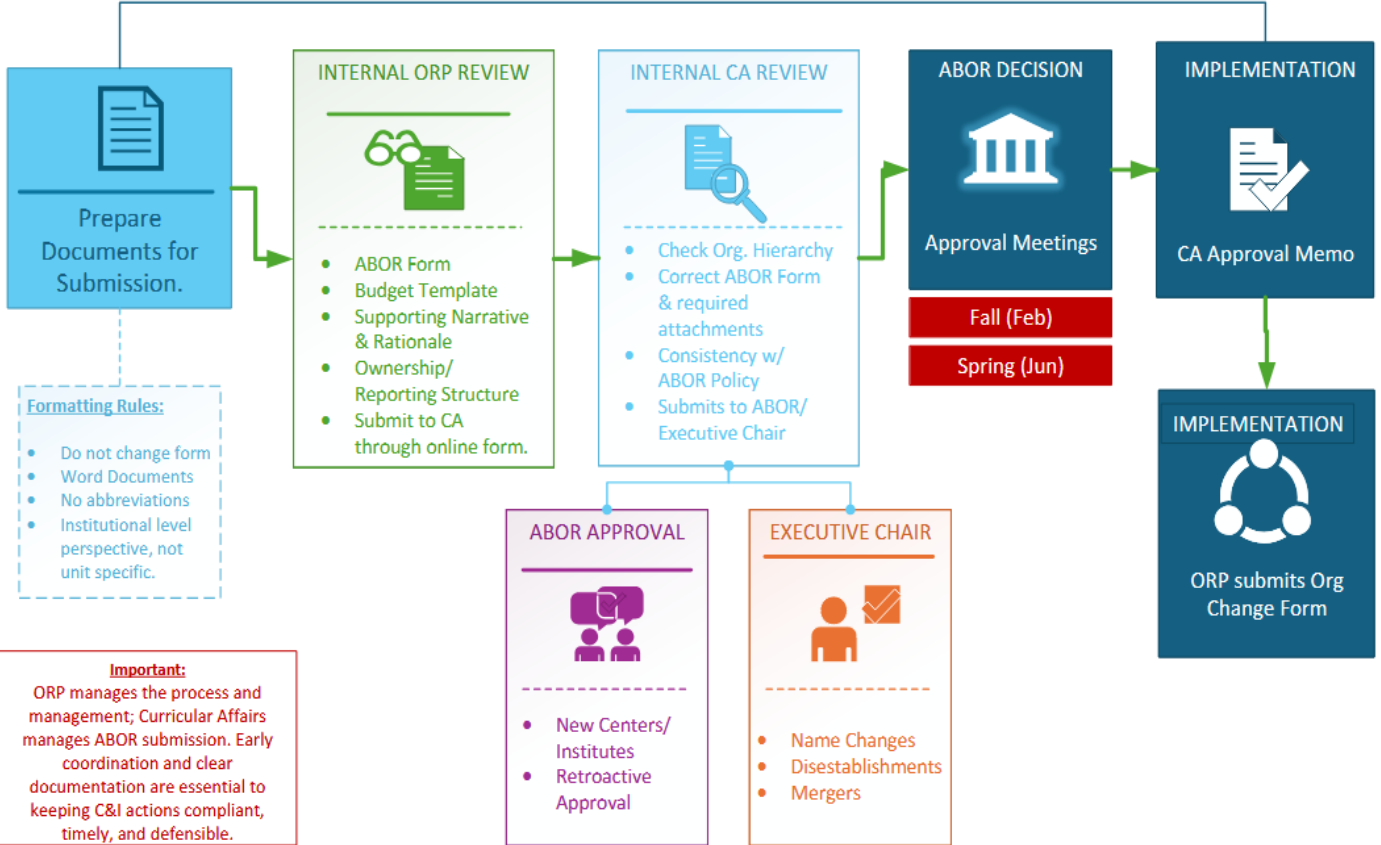
Appendix B – Centers & Institute Approval Process Diagram

# CENTER & INSTITUTE APPROVAL PROCESS

University of Arizona



Periodic Review Every 5-7 Years Completed by ORP



[Click here to enlarge.](#)