

ACCAC 25.03.14

**APPLICATION FORM TO ESTABLISH A UCD ACADEMIC CENTRE**

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| Please read the [UCD Policy on Academic Centres](http://www.ucd.ie/governance/t4media/centres_po%20(uploaded%20211116).pdf) before completing this form.  UCD Centres are either: (i) Research Centres, (ii) Continuing Professional Development (CPD) Centres, or (iii) Combined Research and CPD Centres.  *PLEASE DELETE RED TEXT AFTER COMPLETION* |

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| **To be completed by the Nominated Centre Director** | | | | |
| **1** | **Proposed Title of the UCD Centre** | | *UCD Centre for…* | |
| **2** | **Centre Type**  ***Please delete as appropriate*** | | *(i) Research Centre*  *(ii) CPD Centre*  *(iii) Combined Research and CPD Centre* | |
| **3** | **Proposed Centre Director**  ***(and UCD email address)*** | |  | |
| **4** | **UCD School and College responsible for the Centre** | |  | |
| **5** | **Give the rationale for the establishment of the Centre *(max 300 words)*** | | | |
|  | *Include in the rationale what the Centre will achieve that UCD cannot achieve without the Centre* | | | |
| **6** | **Describe the governance and reporting structure for the proposed centre *(max 300 words)*** | | | |
|  | *See Section 2.2 of the Policy on Academic Centres* | | | |
| **7** | **List the proposed Staff that will be affiliated with the Centre**  *See section 2.3 of the Policy on Academic Centres* | | | |
|  | **Staff Members Name** | **UCD School** | | **Role (max 20 words)** |
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| **8** | **Outline the Plan for the next three years for the proposed Centre *(max 600 words)*** | | | |
|  | *For Research Centres include objectives and planned outputs, funding and collaborative ambitions.*  *For CPD Centres include objectives, planned programme(s), the target audiences(s) and the likely number of participants, and any other outputs.* | | | |
| **9** | **Briefly describe the anticipated impact of the Centre, including how the proposed centre supports and/or aligns with the UCD Strategy *(max 600 words)*** | | | |
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| **10** | **Commentary from UCD Vice-President for Research, Innovation and Impact (to be completed for Research Centre applications and for combined Research and CPD Centre applications)** | | | |
|  | *See section 4.1 of the Policy on Academic Centres* | | | |
| **11** | **Signatures**  By signing this form, you are confirming that the above application has been reviewed and is supported by the appropriate Head of School and the College Principal. | | | |
|  | **Nominated Centre Director** | |  | |
|  | **Head of School** | |  | |
|  | **College Principal** | |  | |
|  | **Date:** | |  | |

Please append the following to this application form: [Centre Director Nomination Form](https://www.ucd.ie/governance/t4media/accac_new_director_f.docx) and brief curriculum vitae (max 3 pages).

Please submit the form to the University Secretariat at [univsec@ucd.ie](mailto:univsec@ucd.ie) for consideration by the Academic Council Committee for Academic Centres (ACCAC)

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