

SF State Requirements for new Initiatives

Initiatives: Initiatives are small-scale, beginning affinities of faculty interested in working together. An Initiative may or may not plan to develop further, and does not require full RSO (Research or Services Organizations) establishment review.

A potential Coordinator of an Initiative should write a one-page Memo to their responsible Dean asking that a named Initiative be created, with current and future aims and requirements. Following Dean’s review, and if approved, the Initiative’s information (including online presence/s) will be shared with AVP Research, the Provost, University Corporation (if relevant) and University Advancement. It may then begin its activities under the Initiative’s name and direction of the Coordinator.

As the potential Coordinator of an Initiative, please fill out the information below for Dean’s review.

Title of Initiative: _____

(please provide further aims and goals in a memo to the Dean)

Name & Contact info of the Coordinator including Department and College/Unit:

Is RRT requested to conduct activities under the Initiative? Yes/No If yes, % effort anticipated during the academic year.

Space requirements? (amount, type, location if other than faculty office):

Are there involvements planned with any federal, state or local agencies? If yes to any, please describe:

Is the College of Extended Learning a partner entity? If yes, please describe:

Does the Initiative anticipate any revenue sources? If yes, please describe:

Where will accounts be held? (indicate whether University Corporation or SF State entity)

This initiative will include the following programs:

- ___ Research projects
- ___ Sponsored consulting
- ___ Development of Case Studies or other published product
- ___ Seminars, Workshops or Conferences
- ___ Guest Speakers
- ___ Sell or re-sale of product
- ___ Student internships

As Coordinator, I affirm that where appropriate and allowed, the Initiative will include the SF State logo in communications with external parties.

Signature of Coordinator

Date _____

March 18, 2014