

10.015 Institutes and Centers

(1) Institutes and centers are defined as follows:

- (a) **State of Florida institute or center:** An entity with a statewide mission that may include multiple state universities established to coordinate inter-institutional research, service, and teaching across the State University System. State of Florida institutes and centers must be approved by the Board of Governors. The operational budgets of State of Florida institutes and centers are included in the budget of the host university.
- (b) **Institutes and centers established by the Florida Legislature:** An entity established by the Florida Legislature, typically receiving a direct appropriation of funds to conduct research on a specific topic or to fulfill a specific purpose. This classification also includes Centers of Excellence that were established by the Florida Legislature.
- (c) **University institute or center:** An entity generally established by a single university but can involve multiple universities to coordinate institutional research, service, or educational activities that enhance existing instruction, research, and service at the university. The budget of a university institute or center and any requests for additional funding are wholly within the purview of the host university. The Florida Institute of Oceanography at the University of South Florida and the University Press of Florida at the University of Florida are included in this definition and are subject to the provisions governing existing university institutes or centers.
- (d) **Exclusions:** There are entities that use the term “institute” or “center” in their titles, as well as some other service units, that are excluded from this policy. Examples of these units include the Institute of Food and Agricultural Sciences, the University of Florida Health Sciences Center, the University of South Florida Health Sciences Center, the Florida State University Health Sciences Center, the Florida Mental Health Institute, incorporated institutes and centers with university affiliations, such as the Institute for Human and Machine Cognition and the H. Lee Moffitt Cancer Center and Research Institute, and university advising, student health, computing, and certain other centers. Such entities may have institutes or centers under their purview covered by the policies referenced in this regulation if they meet the definitions in (1)(a) – (1)(c).

- (2) The university board of trustees must adopt policies for establishing, operating, changing the name or purpose, suspending, terminating, reviewing, and evaluating the effectiveness of university institutes and centers. Such policies must be consistent with all applicable state laws and Board of Governors regulations.
- (3) Each university must publish a listing of all active institutes and centers on its public website and regularly update it to reflect any changes. This includes all classifications of institutes and centers hosted by the university as defined by (1)(a) – (1)(c).

(4) To establish a state of Florida institute or center, the board of trustees of the host university must approve and submit a proposal and memorandum of understanding (MOU) to the Board of Governors for consideration.

(a) The proposal shall specify the purpose of the state institute or center, the benefit to the state, and how the proposed institute or center supports the Board of Governors' strategic plan.

(b) The proposal must contain the following information at a minimum.

1. The name and mission of the institute or center.
2. The identification of the host university and participating universities and a lead contact person from each university.
3. A proposed operating budget for the institute or center. The budget should identify all sources of funding and proposed expenses. It should also include expectations for the administrative and logistical support for the institute or center, including expectations regarding the reimbursement to the host university for direct and indirect costs of administrative services rendered by the host university to the institute or center.
4. Procedures for recommending changes in the appropriation of state funds for the institute or center.
5. Specifications for processing contracts and grants, including the percentage of overhead funds to be returned to the institute or center.
6. Guidelines for appointing, funding, supervising, and evaluating the director of the institute or center.
7. Criteria for appointments to the institute or center's advisory board, including terms, roles, and authority.
8. Expectations, criteria, and timelines for reviews of the institute or center.
9. Process for disbanding the center or institute.
10. Statement ensuring compliance with state laws and Board of Governors regulations.

(c) The host university must also develop an MOU that must be signed by all participating university presidents and the chair of the host university's board of trustees. The MOU must include the date the agreement expires. The host university must provide each participating university with a copy of the proposal for review and feedback prior to finalizing the MOU.

- (d) Upon approval by the host university's board of trustees, the university must submit the proposal and MOU to the Board of Governors' office for review. The Board office will forward the proposal to the Council of Academic Vice Presidents for review. The Council will make a recommendation to the Chancellor, who will forward it to the Board for consideration if appropriate. All State of Florida institutes or centers must receive approval from the Board of Governors prior to implementation to be designated as a State of Florida institute or center. Upon Board approval of the institute or center, the host university must submit the finalized MOU to the Board of Governors' office.
 - (e) Renewals of the memorandum of understanding must be reviewed and considered for approval by both the host university's board of trustees and the Board of Governors prior to the memorandum's expiration date. The host university must also submit a revised proposal, identifying any changes to be considered for renewal.
 - (f) The host university must submit a copy of each five-year review to the host university's board of trustees, the Council of Academic Vice Presidents, and the Board of Governors' office.
 - (g) Legislative budget requests related to State of Florida institutes and centers, whether new or existing, must be reviewed and recommended by the Council of Academic Vice Presidents to be considered by the Board of Governors.
- (5) University institutes and centers may be established, amended, suspended, and disbanded consistent with university policies and procedures.
- (a) The university must notify the Chancellor in writing within 30 days when establishing or changing the name or purpose of a university institute or center. The notice of establishment shall be in a format prescribed by the Chancellor and include, at a minimum, the institute or center name, the type of center, the amount and source(s) of funding, and a brief description of how the institute or center will enhance the university's activities.
 - (b) In cases where more than one university is participating, the host university is responsible for reporting and evaluating the institute or center.
 - (c) The host university must notify the Chancellor in writing of any changes to the MOUs with partner universities affecting the operations of the Florida Institute of Oceanography or the University Press of Florida. The respective host university's board of trustees may include legislative budget requests supporting these entities within the university's annual legislative budget request.

(6) Disbandment of Institutes and Centers:

- (a) University institutes and centers shall be disbanded at the request of the university. University institutes and centers involving multiple universities shall be disbanded at the request of the host university and with the agreement of a majority of the participating universities.
- (b) State of Florida institutes and centers shall be disbanded at the recommendation of the Council of Academic Vice Presidents and upon the approval of the Board of Governors.
- (c) When an institute or center is disbanded, the host university shall notify the Board office within 30 days.
- (d) If a disbanded institute or center has been funded by the Florida Legislature, the university must provide documentation to ensure that legislative intent has been achieved and that the institute or center is no longer required.

(7) Each university shall annually report to the Board of Governors' office at the end of each academic year the following information for all institutes and centers defined in (1)(a) – (1)(c).

- (a) A comprehensive list of all active institutes and centers.
 - 1. The list must include the name, the amount of funding, the source of funds supporting the center or institute, and a brief description of the mission and purpose.
- (b) A certification signed by the university president or designee that all the centers or institutes on the list are following all applicable state laws and Board of Governors regulations.
- (c) The web address for the listing of its active institutes and centers.
- (d) A summary of any evaluation or audit findings on any center or institute during the academic year. If any deficiencies were identified, include plans to address the deficiencies.
- (e) The Chancellor may request information or an in-depth review of any institute or center at any time to ensure compliance with applicable state laws and Board of Governors regulations.

Authority: Section 7(d), Art. IX, Fla. Const., History—New 12-6-07, Amended 03-30-2022, 10-18-2024.