

PROGRAM ESTABLISHMENT GUIDELINES
March 2017

Purpose/Philosophy: Programs represent an initial depth of interest in an area of public health relevance that will be further mobilized by a collaborative effort that encourages attention to mutual interest and expertise areas among a team of investigators.

Process:

Planning/Idea Development: The Program Director, in collaboration with at least one other SPH faculty member (usually designated as a Co-Director) and with approval of the Department Head, develops a Program Concept Paper. An example of the concept paper is attached. The Program Directors should discuss the Program idea with other investigators who share a common interest.

Role of Research Committee: The Research Committee's role is to review and approve the concept paper for conformance to the standard format, verify concurrence from the Proposer's home department, and provide feedback/recommendations to the proposed Director. The Research Committee may elect to have the Program Director provide a formal presentation to the committee regarding establishing the Program.

Program Requirements:

1. Format Requirements: Programs should follow the concept paper format as attached.
 - a. Organizational Location: Programs reside in Departments.
 - b. Governance: Program must include a Director (required) and at least one Co-Director (SPH faculty member) is recommended.
 - c. Membership: The Program Director should have approval from any named Co-Directors and members in advance of the submission to the Research Committee for review.
 - d. Metrics for success: The concept proposal should outline objectives and metrics for success.
 - e. Collaboration: Interdisciplinary or multidisciplinary collaborations are strongly encouraged.
 - f. Overlap: Programs should be different from existing programs. The Program Directors should discuss overlap with existing or planned programs to minimize duplication of efforts/areas of interest.
2. Concurrence: The Program Directors must have approval from the Department Head prior to presenting the concept paper to the Research Committee for review. A formal letter of endorsement from the Department Head should accompany the concept paper.
3. Approvals: Proposals must be approved by the named Collaborators/Members/Co-Directors, Department Head, Research Committee, and Executive Committee in order to be designated as a formal SPH Program.
4. Reporting: Programs must submit an annual report to their Department Head and Office of Research. Failure to submit an annual report will result in the Program's sunset.

A CONCEPT PAPER FOR PROGRAM ESTABLISHMENT (2-3 pages)

IDENTIFIERS:

Proposed Name of the Center: Name

Responsible Administrative Unit: Department Name, School of Public Health

Director(s): Name(s)

Component University: Texas A&M School of Public Health

I. SPECIFICS:

This is a proposal to establish.... (2 or three sentence short overview).

The **vision**

The **mission**

The **goals** are...

The **objectives** are... (must be measurable; how will you measure success?). We recommend a chart indicating specific objectives and metrics.

II. Justification for the Program

Why is the program needed? How is this program different from existing programs?

III. Potential Activities

Research, Education, Outreach...

IV. Governance and Advisory Structure

Describe leadership (should identify Director; Co-Director is recommended), membership, advisory, governance, etc.

V. Intra-system Collaboration & External Collaboration

Explain how the program is collaborative in nature.

VI. Resource Requirements

Current Resources (grant number, title, term, summary, amount)

Future Resources

Instructions. Concept Papers are generally 2-3 pages addressing the above listed items. Investigators desiring to formally establish a program should discuss the proposal with their respective Program members and Department Chair prior to submission. With Departmental approval, the concept paper is sent to the Office of Research for review and placement on the Research Committee agenda for review/vote. Upon approval by the Research Committee, the concept paper is sent to EC for final review/approval.