Weitzman School of Design
Research Centers
Formation, Governance, Administrative, and Fiscal Responsibilities

Purpose

The Weitzman School encourages faculty and students to engage in research and consulting work independently or through one of the School's many research centers, which actively contribute to the design professions and public good with a focus on the built environment. The School's **Research Support Center (RSC)**, can help guide faculty interested in pursuing research opportunities and in determining which Center might help support their efforts. The guidelines below outline the administrative support structure for Weitzman's many research centers, clarify the financial relationship between research centers and the School, and establish a governance structure and framework to ensure effective coordination between the centers and the School.

Administrative Support for Weitzman Research Centers (Financial, IT, Communications, Space)

- **Space:** A center is <u>not</u> guaranteed dedicated space. The cost of rent for dedicated space must be funded through the center.

- **Information Technology**: New hardware, software, data storage, cloud services and IT specialty services (i.e. database administration, web specialist) must be funded through the center.

- **Specialized Communications Support**, including website design and development, digital marketing, media outreach, and event production and promotion**,** should also be funded through the center. Centers are assigned a dedicated section on the Weitzman website (design.upenn.edu) and are responsible for maintaining the content consistent with the Weitzman Editorial Style Guide.

- **Fiscal Transactions/Budget Oversight.** The center's director and/or staff, or the staff of the affiliated academic department/program by mutual agreement, are responsible for completing basic financial transactions (e.g. reimbursements, hiring independent contractors, etc..) and overseeing adherence to the center's budget.

Governance Structure and Center-School Coordination

- Center directors report to Dean on center operations while continuing to report to their chair for academic purposes.

- Center directors should keep the Associate Dean for Research and the Research Support Center (RSC) apprised of the Center's major initiatives and sponsored research activities.

- Center directors work closely with the RSC <u>Weitzman School (upenn.edu)</u> to apply for and manage their research portfolios.

- Center directors should notify the Office of Communications and Office of Development and Alumni Relations of all major gifts, awards, and planned initiatives to coordinate dissemination of the news through Weitzman communication channels.

- Centers are subject to review every five years.

<u>Fiscal Responsibilities</u>

- The Director is responsible for the fiscal operations; centers must be financially self-sustaining.

- For budget and tracking purposes, a center receives its own Organizational (ORG) number.

- All external funding proposals initiated by the center are subject to the <u>School's</u> <u>Indirect Cost Recovery Policy,</u> which states that the School will apply the minimum ICR rate (20% for FY 21) on center research activities, including gifts, contracts, foundation grants, and federally sponsored grants. For gifts, ICR is applied when the funds are received. For all other activities, ICR is applied as the funds are expended.

- Faculty participating in the center are subject to the <u>Faculty Research Participation</u> <u>Policy</u>.

- Faculty, not the center, receive 20% indirect cost recovery per the <u>Indirect Cost Recovery Faculty Allocation Policy</u>

<u>New Center Formation</u>

- Weitzman research centers provide various opportunities for faculty to collaborate with other scholars and practitioners, both at Penn and beyond, and establish formal partnerships to pursue funding opportunities, particularly externally funded sponsored research. However, in the event that a Weitzman faculty member identifies a research area that the School is not yet formally engaged in and would like to create a *new* center, the faculty member must submit a proposal and three-year budget, outlining approved and potential funding sources, to the appropriate Department Chair and the Dean for review and approval.

- When a new center is approved, the center's faculty director should consult with the Weitzman senior staff, as well as the Associate Dean for Research, to discuss the center's current and future needs for space, IT and communications support, including a website. Both Penn and Weitzman have guidelines for branding and accessibility that govern digital and print communications.