Request to Terminate a Research Organization

Contact Information:

Name: Title:
Campus Address: Campus Telephone:
Email Address:

I. General Information

Name of Research Organization:

Attach responses to the following. Do not exceed 5 double-spaced pages. All sections must use a 12-point font that is clear and legible. Figures, charts, tables and figure legends and footnotes in these sections may use a smaller font size and may be single-spaced but must be clear and readily legible. Margins must measure one inch (1") or greater on all sides.

II. Explain in detail the reasons for the request to discontinue this research organization. Include such considerations as loss of funding, loss of key faculty or other administrators, change in mission or goals, and/or replacement by a new research organization, etc.

III. Explain how an orderly termination or transfer of contractual obligations will be handled during the "phase-out" period.

IV. Explain efforts that will be made to find alternative employment for full time staff affected by the discontinuation.

V. Indicate the proposed effective termination date.

VI. Provide any additional information necessary to support the request to discontinue.

Submitted by:

_____ _____ _____
Name Signature Date

APPROVALS:

Planning Unit Head: _____ _____
Signature Date

Dean: _____ _____
Signature Date

VC/VP for Research: _____ _____
Signature Date