

**Centers and Institutes  
Charter Application or Renewal  
Procedural Guide  
July 2022**

**Overview**

The application process is conducted using the InfoReady system for Centers and Institutes Charter Applications or Renewals. After the application is submitted through the InfoReady system it will be routed to the Department Chair, Dean, AVP of Office of Research and Sponsored Programs, Provost, and the President for review and approval.

**Procedure**

1. Review the C&I application instructions and the C&I checklist which you will find under supporting documents in the InfoReady menu on the right side.
2. After reviewing the supporting documentation enter your information using the InfoReady system and submit your application.

**Questions**

If you have any questions regarding submission of the Application or Renewal to the InfoReady system please direct them to:

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