## Letter of Intent Template

Name of UACI:

Classification of unit (check all that apply):

* Research
* Training
* Service
* Instructional

Director name and contact information:

Oversight administrator (include **letter of support**\*):

List affiliated/participating units (include **letters of support**\* from heads of affected units):

*\* Letters of support should appropriately describe consultation efforts, to include details of engagement with faculty and staff, and resulting consideration of potential benefits and impacts that the UACI will have on the affected unit.*

List external partners, if any (include **letters of support**\*):

Provide a brief mission statement or statement of purpose for the proposed UACI:

Description of funding sources:

Provide an explanation of the benefits that the UACI’s activities will provide for the University, including how the mission and activities will overlap with, complement, or be distinct from activities of other University units, and how the added value from the UACI will be consistent with the University’s overall mission.

*Following a 10 day comment period, the letter of intent is updated to resolve constructive feedback received. The submitter attaches the completed Governance Charter for final submission.*