Memorandum for: Deans and Directors:

WMU plans to identify and support selected DISCOVERY focus areas. The next steps have three parts:
1) DISCOVERY PLANS completed for each department or unit using the enclosed templates (Encl 1, 2).
2) DISCOVERY FOCUS AREAS (PHASE 1) that WMU leaders identity as immediate opportunities for investment. These proposals should use a reduced DISCOVERY PLAN template as a basis.
3) DISCOVERY FOCUS AREAS (PHASE 2) that WMU leaders identity as areas to invest in using proposals that incorporate the department and unit DISCOVERY PLANS.

Part 1: DISCOVERY PLANS: Please circulate the DISCOVERY PLAN template (Encl 1) to all academic departments, schools, centers, institutes, and other units reporting to you. Each unit should complete their initial DISCOVERY PLAN for submission to their respective Deans NLT 15 February 2013. Plans should be reviewed by colleges, modified as appropriate, and submitted to the Vice President for Research NLT 28 February 2013 for review by the VP for Research and the Provost NLT 31 March 2013 with subsequent feedback.

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<tr>
<th>NLT</th>
<th>Event</th>
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<tbody>
<tr>
<td>15 Feb 13</td>
<td>Plans submitted to Deans and Directors</td>
</tr>
<tr>
<td>28 Feb 13</td>
<td>Plans submitted to Vice President for Research and Provost <em>(approx. 75% on 15 May 13)</em></td>
</tr>
<tr>
<td>15 Jun 13</td>
<td>Reviews completed by Provost, VP for Research</td>
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Part 2: DISCOVERY FOCUS AREAS PHASE 1 (Immediate Action): Please identify up to three programs, centers, or institutes that you would like to submit for consideration to become a WMU DISCOVERY FOCUS AREA. Proposals can use a modified format of the template (Encl 3) with as much information as available but should especially emphasize: a) the importance and relevance of the DISCOVERY focus, b) the current and potential SSEA of the WMU program, c) realistic budget estimates and time schedules to make the program competitive at the national level, d) the potential for external funding including the specific funding agencies and their programs that will support this focus area. Review of these proposals is expected to follow the schedule:

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<tr>
<th>NLT</th>
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<tr>
<td>15 Jan 13</td>
<td>Proposals submitted to Vice President for Research and Provost</td>
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<tr>
<td>19 Mar 13</td>
<td>Reviews completed by Provost, VP for Research, and Deans</td>
</tr>
<tr>
<td>XX YYY 13</td>
<td>Recommendations to President <em>(hold for Phase 2; originally 5 Apr 13)</em></td>
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<tr>
<td>XX YYY 13</td>
<td>Initial DISCOVERY Focus Areas announced <em>(hold for Phase 2; originally 12 Apr 13)</em></td>
</tr>
</tbody>
</table>
Part 3: DISCOVERY FOCUS AREAS PHASE 2 (Subsequent): Please identify up to three programs, centers, or institutes that you would like to submit for consideration to become a WMU DISCOVERY FOCUS AREA. Proposals can use a modified format of the template (Encl 4) with more detailed information based upon DISCOVERY PLANS but again should especially emphasize: a) the importance and relevance of the DISCOVERY focus, b) the current and potential SSEA of the WMU program, c) realistic budget estimates and time schedules to make the program competitive at the national level, d) the potential for external funding including the specific funding agencies and their programs that will support this focus area. Review of these proposals is expected to follow the schedule:

- NLT Event
- 30 Jun 13 Proposals submitted to Vice President for Research and Provost
- 16 Jul 13 Reviews completed by Provost, VP for Research, and Deans
- 23 Jul 13 Recommendations to President
- 31 Jul 13 DISCOVERY Focus Areas decision

Best wishes,

Dan Litynski
Vice President for Research

Encl
1. Overview and Administrative Information
2. DISCOVERY PLAN Outline Template
3. DISCOVERY PLAN Results Matrix Overview
4. DISCOVERY FOCUS AREA Proposals (Phase 1) Template
5. DISCOVERY FOCUS AREA Proposals (Phase 1) Results Spreadsheet (completed)
6. DISCOVERY FOCUS AREA Proposals (Phase 2) Template
7. DISCOVERY FOCUS AREA Proposals Evaluation Rubric
8. DISCOVERY FOCUS AREA Proposals (Phase 2) Results Spreadsheet (empty)
9. WMU Centers and Institutes List
10. WMU Centers & Institutes Annual Report Template (revised for 2012-13)
11. USB Flash Drive containing electronic copies of Enclosures 1-10 above and:
   a. DISCOVERY FOCUS AREA Phase 1 submissions Spring 2013
   b. DISCOVERY PLAN submissions Spring 2013
   c. WMU Centers and Institutes annual reports 2011-12

cf: Provost
Research Advisory Team