



NEW APPLICATION PROCESS

FREQUENTLY ASKED QUESTIONS

When are the due dates for upcoming Request for Proposals (“RFP”) rounds?

The due dates for application materials may be found in the most current version of the RFP.

How do I submit application materials?

Applicants must submit materials via Epicenter, the Institute’s document management system. Email the Institute at charters@suny.edu at least two weeks in advance of the relevant submission deadline to set up an account.

I would like to start a school with a unique design. What is the Institute’s position on unique school models?

The Institute is agnostic regarding school design. Our portfolio includes schools that enact a variety of models, including a Montessori school, college preparatory programs, and schools that are exclusively for students with autism. All applications undergo the same rigorous review process, and the Institute recommends for approval all applications that meet our high standards.

Can applicants submit early drafts of proposals for feedback?

No, the Institute does not provide feedback outside of the formal RFP process. However, staff from the Institute are always happy to answer any clarifying questions about the application process and RFP. Please send inquiries to charters@suny.edu, and a member of the New Applications staff will respond promptly.

How do I know if I need to submit a Business Plan with my application?

Guidance on the requirements for submitting a Business Plan may be found within the RFP. If, after reviewing the requirements, you are uncertain whether you need to submit a Business Plan, please reach out to the Institute by sending an email to charters@suny.edu.

If an applicant is invited to a capacity interview/trustee interview, who must attend?

All key founding team members and proposed Trustees should plan to attend.

If my application does not move forward, what happens?

The Institute will notify the applicant team, and will send the lead applicant a Letter of Justification detailing the most pertinent shortcomings that the review panel identified in the application. Should an applicant team wish to re-submit in a subsequent RFP round, the team must re-submit all documents.

