



## **Center and Institute Annual Report Template**

*Due October 1*

*Report Covers Prior Fiscal Year (FY) - FY runs July 1-June 30th*

1. Title Page
  - a. Center/institute name, director name, year annual report submitted
2. Mission Statement
  - a. Provide current mission statement, vision, and core values
3. Summary of FY Activities and Highlights
  - a. Brief narrative summary of primary activities and accomplishments - describe the activities or accomplishments you wish to feature, but please make sure to answer the following questions:
    - i. Briefly describe your center or institute governance structure
    - ii. Briefly describe how you determine that an individual is a member of your center or institute
    - iii. How many new members joined during the past year?
    - iv. Describe what you have done to involve members in center/institute activities over the past year
    - v. Describe what the center/institute has done to build member capacity to pursue external sponsored funding over the past year
  - b. Include current center/institute member list (College, Department, Member Name) as an appendix
4. Budget Overview
  - a. Provide a summary of FY budget
  - b. Describe how center/institute IRAD was used to enhance member capacity to compete for external sponsored awards
  - c. List proposals submitted through the center/institute during the past FY including (#,\$) and awards (#,\$) (can be in appendix)
  - d. Budget projection chart from ASPIRE database that include five-year forecast of proposals (#,\$), awards (#,\$), IRAD returns
5. Future Plans and Goals
  - a. What are your strategic goals for the next year and for the next five years?
  - b. Describe financial and membership goals directly related to enhancing member external sponsored awards. Provide metrics if appropriate.
  - c. Describe any space or facility needs/goals for center/institute and members
  - d. How much of a financial gap do you have regarding meeting those goals?
  - e. What strategies will you use to fill this gap?
6. Challenges and Barriers
  - a. Describe any center/institute challenges or barriers and any help we can provide to overcome them