



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