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