

# ANNUAL REPORT OF A NON-RESEARCH CENTER OR INSTITUTE

(IF A QUESTION DOES NOT APPLY TO YOUR CENTER/INSTITUTE, INDICATE N/A)

1. Brief summary of major activities during the past year. <Enter response here.>
2. Names, titles, and organizational affiliations of persons serving on the center's advisory board, if applicable. <Enter response here.>
3. Dates of meetings of the center's advisory board and physical location of minutes and a statement on how the recommendations or concerns of the advisory board are being implemented or met (or were implemented or met). <Enter response here.>
4. Names of faculty members, staff, and/or students. <Enter response here.>
5. Names of undergraduate and graduate students and postdoctoral fellows directly contributing to the center/institute These are people who are on the payroll of the center/institute, participate through assistantships, fellowships, or traineeships, or are otherwise involved in the work of the center/institute.
6. Extent of student and faculty participation from other universities. <Enter response here.>
7. Extent of participation by industry and non-governmental organizations. <Enter response here.>
8. List of scholarly achievements. This list should include: (i) publications developed by the faculty in the center/institute, including books, journal articles, and reports and reprints issued under its own covers, showing author and title; (ii) patents; (iii) performances; (iv) presentations; (v) workshops; and (vi) other scholarly achievements consistent with the mission of the center/institute Attach as a separate appendix if appropriate.  
  
<Enter response here, or indicate if this information will be delivered as an appendix.>
9. Statement outlining how the activities of the center/institute are consistent with generally accepted tenets of scholarship and are in conformity with all applicable laws and regulations and with University policies. <Enter response here.>
10. Sources and amounts of income including grants, contracts, gifts, University support, service agreements, and income from sale of publications and other services. <Enter response here.>
11. Expenditures from all sources of support funds, distinguishing use of funds for administrative support, direct research, and other specified uses. <Enter response here.>
12. Description and amount of space currently occupied (building/room number; square footage). <Enter response here.>
13. Acquisition of equipment or other tangible assets of a permanent or semi-permanent nature with a value in excess of \$5,000. <Enter response here.>
14. Any other information deemed relevant to documentation of achievements of the center/institute. <Enter response here.>

**This document is to be submitted and signed using [DocuSign](#). See "C&I Forms Submission Instructions" on the Faculty Affairs Policy and Procedures webpage for routing instructions.**

**Signature Form**

<Date>

\_\_\_\_\_  
Director of Center/Institute

<Date>

\_\_\_\_\_  
Dept. Chair/School Director

<Date>

\_\_\_\_\_  
Dean or VP

<Date>

\_\_\_\_\_  
Dean or VP (if needed)

<Date>

\_\_\_\_\_  
AVP Faculty Affairs

<Date>

\_\_\_\_\_  
Provost