

**INSTITUTES & CENTERS  
ANNUAL REPORT TEMPLATE**

**Institute or Center:** \_\_\_\_\_ **Academic Year:** \_\_\_\_\_

- 1) Mission of the Institute or Center: [insert here]
- 2) Please describe the effectiveness and progress in meeting the stated goals and outcomes of the institute or center in the specified academic year. Include references to research and creative activity, service, and/or teaching accomplishments as appropriate; accomplished goals; and projection of plans to meet stated or enhanced goals and outcomes.
- 3) Please provide other evidence demonstrating impact on the university and the broader community in the specified academic year.
- 4) Numbers and FTE's of professional, technical, administrative, and clerical personnel employed (*add more lines as needed*):

Name	Title	FTE

- 5) Please describe the annual expenses associated with the activities of the institute or center.
- 6) Description and amount of space currently occupied:

Building	Office Number	Description

***Additional Information Required for Institutes (may be included with Centers, as relevant):***

*Please enumerate for this academic year:*

- Number of faculty members engaged in the institute's program or its supervision and information about their efforts and activities.
- List of publications by the institute's staff.
- List of external grants submitted as a result of the center/institute.
- List of external grants funded as a result of the center/institute.
- Sources and amounts (on an annual basis) of support funds.
- Numbers of students at all levels involved in the institute's work, and descriptions of their participation.