



## **The University of Alabama Center and Institute Annual Reports**

To ensure the impact of The University of Alabama's formal centers and institutes is fully understood and to comply with Board of Trustees Rule 503 that requires periodic reviews for centers and institutes, the following policy outlines the process for the annual review of research and service centers/institutes.

All formal centers and institutes will submit annual reports to their Dean(s) by July 1st of each year. The center/institute directors will meet annually with the Dean(s) to review their mission, to discuss the previous year's activities, and to identify goals for the coming year. The Dean(s) will forward a copy of the annual report along with their recommendation on continuation/termination of the center to the Provost and Vice President for Research.

To ensure completeness and consistency in reporting, the annual reports should follow the outlines provided below for research and service centers/institutes. The report should address each of the elements included in the outline that are relevant to the specific center/institute and may also include other elements unique to the individual center/institute.

The Provost and Vice President for Research will review the annual reports and the recommendations of the Dean(s) and make the final decision on continuation of the center/institute.

## ANNUAL REPORT OUTLINE RESEARCH CENTERS/INSTITUTES

- Center/Institute Mission
- Active Center/Institute Projects (title, participants)
- Projects in Development (title, participants)
- Center/Institute Participants
  - Faculty (name, department)
  - Research Scientists/Post Docs (name, department)
  - Graduate Students (name, department, funding)
  - Undergraduate Students (name, department, funding)
- Internal Collaborations (centers, programs, departments)
- External Collaborations (universities, laboratories, institutes, etc.)
- UA Budget prior year, current year
- Revenues generated prior year, projected for current year
- Grants/Contracts Submitted (title, PIs, agency, period, amount)
- Grants/Contracts Awarded (title, PIs, agency, period, amount)
- Grants/Contracts In-Force (title, PIs, agency, period, amount)
- Publications (full citation)
- Presentations (title, presenter(s), venue, date)
- Patents (title, inventors, status)
- Conferences/Workshops/Short Courses Presented (title, location, date, no. of attendees)
- Outreach Activities (governmental boards, agency boards, editorial boards, etc.)
- Honors and Awards
- Minutes of Center/Institute Meetings
- Other Information

## ANNUAL REPORT OUTLINE SERVICE CENTERS/INSTITUTES

- Center/Institute Mission
- Active Center/institute Projects (title, participants, clients served, impact)
- Projects Completed During Year (title, participants, clients served, impact)
- Projects in Development (title, participants)
- Center/Institute Participants
  - Faculty (name, department)
  - Staff (name, department)
  - Graduate Students (name, department, funding)
  - Undergraduate Students (name, department, funding)
- Internal Collaborations (centers, programs, departments)
- External Collaborations (agencies, offices, school systems, etc.)
- UA Budget prior year, current year
- Revenues generated prior year, projected for current year
- Grants/Contracts Submitted (title, PIs, agency, period, amount)
- Grants/Contracts Awarded (title, PIs, agency, period, amount)
- Grants/Contracts In-Force (title, PIs, agency, period, amount)
- Conferences/Workshops/Short Courses Presented (title, location, data, no. of attendees)
- Other Outreach Activities (governmental boards, agency boards, editorial boards, etc.)
- Honors and Awards
- Minutes of Center/Institute Meetings
- Other Information