

EASTERN MICHIGAN UNIVERSITY
Centers, Institutes, and Laboratories

Annual Report Guidelines

All institutes, laboratories, and centers are required to submit an annual report of project activities to the Provost and Vice President for Academic Affairs in order to evaluate the unit's operation and determine whether it is meeting its goals and objectives. Although divisional funding is not provided to centers, continued funding for institutes and laboratories is contingent upon successfully meeting the unit's goals and meeting a need relative to the mission of the unit and the University.

The annual report is due no later than August 31 and covers activities in the previous fiscal year. An original and two copies of the report, signed by the unit director and appropriate senior administrators, must be routed to the Associate Provost and Associate Vice President for Research, Welch Hall.

The annual report should be limited to 10 pages (excluding appendices) and the following sections and appendices must be included:

A. Goals and Objectives

List the unit's goals and objectives for the past year and benchmarks for each objective. List all goals and objectives planned for the coming year and benchmarks for each objective.

B. Accomplishments and Activities

List all activities, milestones, and accomplishments in relation to those objectives for the last fiscal year. As appropriate, include publications, papers, presentations, awards, courses developed, on-line materials developed, workshops and seminars, training manuals developed, new discoveries, patents and copyrights, service to the community, internal and external collaborations, and any other relevant activities.

C. Mission

Describe how activities of the past year relate to the mission of the unit, the mission of the Division, and the mission of the University.

D. Budget

Within the operating budget categories (personnel, travel, SS&M, equipment, other), provide a description of how funds were used. Note and explain any deficits or surplus funds as of year end. If a deficit exists include a plan to eliminate that deficit during the current operating cycle. Provide a detail of indirect cost generated from unit activities and how those revenues were used.

Describe plans to off-load salary dollars to grants for positions currently supported by the general fund budget.

- F. Describe what the unit has done in service/fundraising/cultivation. What external relationships have been established? What opportunities have been identified for the University as a whole?
- G. Describe the unit's infrastructure (space, equipment). Is it adequate to meet future short/long term objectives? Are there any additional space or equipment needs? Is your budget adequate to achieve your goals?

APPENDICES

- I. Personnel. List all participating faculty and their home department. Provide numbers of students involved in unit projects. List PT and clerical support (if any).
- II. Advisory Committee (if any). Provide names and titles and frequency of meetings. Evaluate the benefit of the committee.
- III. External Funding
- A. Provide a complete listing of *proposals submitted* during the past year. Include ORD number, date submitted, project director, project title, sponsor, dollar amount, status (awarded/pending/denied) and brief abstract.
- B. Provide a complete listing of *proposals under development*. Include submission deadline, project director, project title, sponsor(s), dollar amount, and brief abstract.
- C. Provide a complete listing of all external *awards received* during the past year. Include ORD number, award date, project director, project title, sponsor, funding *provided by sponsor*, award period, and brief abstract.