

GC Centers and Institutes Annual Report Template

Start of Block: GC Centers and Institutes Annual Report Template

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All Centers and Institutes will submit an annual report by June 15 of each year to the dean of the college in which the Center resides (Centers) or to the University Provost/VPAA or designee (Institutes). These annual reports will review and report on the previous fiscal year, covering the time period of July 1-June 30. These annual reports are reviewed by the Dean (Centers) or Provost/VPAA or designee (Institutes), and recommendations are made to the Center or Institute regarding operations for the following fiscal year. All annual reports are submitted to and housed in the Office of the Provost/VPAA.

Please complete each area in this annual report completely and thoroughly. Many questions have multiple queries embedded. Please be sure to answer each part of all questions.

Statement of purpose/description of the Center or Institute

Discussion of performance on the year's annual goals including next steps

Discussion of new annual goals (for following FY) including targets for achievement and responsible roles

Discussion of the year's highlights, challenges, and anticipated needs

List of funding sources/grants received during the year

Financial statement of expenditures

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