ANNUAL REPORT OUTLINE
RESEARCH CENTERS/INSTITUTES

• Center/Institute Mission

• Active Center/Institute Projects (title, participants)

• Projects in Development (title, participants)

• Center/Institute Participants
  o Faculty (name, department)
  o Research Scientists/Post Docs (name, department)
  o Graduate Students (name, department, funding)
  o 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, data, 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

Effective: March 10, 2010
Revised: June 1, 2014