

Research Unit Annual Reports

At the end of the academic year, each research unit shall complete and update annual report templates provided to them by the Office of the Vice Chancellor that contains the information below.

1. Significant equipment/instrumentation
2. Space:
 - Description
 - Total currently occupied
3. Mission Statement
4. Research/Unit highlights:
 - Major awards
 - New discoveries
 - Policy development and impact (state, national, international)
 - Examples of technology and/or knowledge transfer, strategic/relevant contributions to society, usage of facilities and equipment, partnerships to increase the reach and efficiency
 - Notable research results, breakthroughs or important milestones demonstrating progress
 - Quantifiable data and metrics of confidence for research units
 - Other extramural funding solicitation success, improvements, etc.
 - Any other outputs, outcomes, or impacts to date (e.g courses or curriculum, etc.)
 - Significant highlights for undergraduate, graduate and postdoctoral scholars involved
 - Key milestones
5. Future Vision:
 - Future key goals
 - Future key initiatives
 - Sources of new/increased revenue
 - Marketing/development efforts
 - Objectives for next fiscal year
6. Any technology transfer agreements:
 - Records of Invention
 - Record of New Material Transfer Agreements
 - Consulting with Industry
 - Copyright licenses executed
 - Intellectual Property
 - Patents Applied for/Issued
 - Spin-out Companies Created
 - Industry projects/initiated projects
 - Corporate partnership discussions which are in progress during
 - Commercial applications
7. SWOT Analysis
8. Financial sources of uses variance analysis:
 - Source of funds
 - Use of funds
 - Carry forward balance
 - Self supporting activities
 - Contract & grants
 - Indirects generated
 - Return on investment
9. Number and FTE of employees in the following categories:
 - Professional
 - Technical

- Administrative
 - Clerical
10. Number of faculty members actively engaged in the unit's research or its supervision.
11. Affiliated faculty numbers
12. Number of graduate and postdoctoral students directly contributing to the research unit who:
- Are on its payroll
 - Participate through assistantships, fellowships, or traineeships or are otherwise involved in the research unit
13. Strategic plan executive summary
14. List of publications, including reports and reprints issued, showing for each:
- Author
 - Title
 - Journal, volume, pages, date
15. Outreach activities:
- Media coverage
 - Institutional Partnerships and collaborations
 - Private partnerships
 - Member participation in the public forum (boards, hearings, advisors).
 - Major events and conferences
 - Websites, blogs, and other media presence
 - Notable publications you'd like to highlight
 - K-12 engagement
 - Social media. This could include:
 - # of tweets/posts/comments/events
 - # of followers/likes/fans/favorites
 - # of mentions/retweets/linkbacks
 - # of clicks to your website
16. Additional information:
- Steering or advisory committee(s). If you have a steering committee, please list the committee member's names, titles and primary affiliations
 - Collaborators and visitors. List the participation from other campuses, universities or visitors. Please list the individual's name, their primary affiliation (where they came from) and how they interacted with your program (visiting scholar, guest lecturer, research collaborator, etc.). This is especially important in noting international collaborations.
 - Program members. Some units have "members" or external customers. This is a place to list those people or institutions.
 - Public events. If public events are a major commitment (time or money) of your unit, it is suggested that you include a listing and/or description here, if not covered elsewhere in this report.
 - Alumni success.
 - Student/staff development.
 - Awards and recognitions
 - Confidential Includes. Any other information you think is relevant, but is sensitive and not to be shared with anyone except the executive management team, may be included here. Please mark any of these sections as "confidential."
 - Student graduation numbers
 - Other ideas for appendices, which can be included if relevant to the evaluation of your program.
17. FY Grant details of applied/awarded
18. Organizational chart
19. Educational activities

- Curriculum Development
 - Certificate Program
 - Designated Efficiency Program
 - Degree Proposal and/or Programs, MS, P.h.D
20. Diversity, equity, and inclusion
- Description of how unit activities support the Principles of Community and promote diversity, equity, and inclusion, both within the unit and for the campus as a whole.

