Guidelines for Preparing Review Reports for University-Recognized Centers and Institutes

In addition to the annual assessment report, a six-year report must be submitted through the university official to the VPR for the performance review. It should include:

1. A description of the progress toward accomplishing the goals and objectives established in the strategic plan for the center or institute and future plans for development.

2. A list of research, educational, and service accomplishments that are sponsored by or performed on behalf of the center or institute.

3. Information on specific figures of merit:
   a) A list providing the project title, principal investigator, sponsor, and total funding requested by competitive proposals since the last review.
   b) A list providing the project title, principal investigator, sponsor, and total funding obtained by research awards since the last review.
   c) A list (and indications of quality) of publications or creative works produced by faculty as a result of their association with the center or institute since the last review.
   d) A list of graduate and undergraduate students supported and/or graduated by the center or institute since the last review.
   e) A list of theses and dissertations generated by research in the center or institute since the last review.
   f) A list of faculty, departments, and colleges actively involved in the work of the center or institute.
   g) A list of patents and licenses produced by work in the center or institute since the last review.
   h) A list of federal, state, or private sector partnerships formed by the center or institute since the last review.

4. Information on sources of funds:
   a) Federal grants;
   b) State grants;
   c) Other extramural research funding;
   d) Royalty income;
   e) Institutional funds (identify sources).

5. Research impact: A synthesis should be provided of the impact of generated scholarly activity and/or patents, economic development, society improvement, military use and/or homeland defense, among other issues. A self-analysis of all information (i.e., tables, charts, supporting documentation, etc.) should be provided.