

## **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.