University of Houston

Academic Centers and Institutes – Annual Report Guidelines

A comprehensive report must be submitted to the planning unit head on January 15 of every year. Annual and formal (five-year) reviews shall evaluate the current and future viability of the Center/Institute. In addition, the reviews will assess the achievement of the defined metrics of the Center/Institute.

The self-study and committee review reports should address the sections below.

Reports are limited to fifteen (15) double-spaced pages, not including the cover page. All sections must use a 12-point font that is clear and legible. Figures, charts, tables, and figure legends and footnotes in these sections may use a smaller font size and may be single-spaced but must be clear and readily legible. Margins must measure one inch (1") or greater on all sides.

A. Use the "Review of UH Academic Centers and Institutes" as a cover sheet.

B. Provide goals and objectives of the Center/Institute.

C. Explain how the center or institute serves the academic and research missions of the university and society at large, as appropriate (mission statement).

D. Provide the list of five-year projected accomplishments (metrics) of the center or institute proposed in the "Guidelines for Establishing Academic Centers and Institutes" or the previous review. Describe how the metrics have been met.

E. (1) List the personnel and units that participate in the center or institute.
   (2) Provide information about the effectiveness of these interactions.

F. (1) List the outside agencies or populations with which this center or institute interacts.
   (2) Provide information about the effectiveness of these interactions.

G. Describe the role of the center or institute within the University and in the local/regional/state/national/global community. Include the following as applicable:
   (1) University populations served by the center/institute.
   (2) Community populations served by the center/institute.
   (3) Geographic region served by the center/institute.
   (4) Other units with similar activities within the University, if applicable.
   (5) The role of students in the center/institute, including the types of experiences and skills gained by those students.

H. Anticipated Changes – Describe major changes anticipated during the next five years.
   (1) Size (changes in number of personnel, space)
   (2) Budget (include internal versus external support)
   (3) Administrative structure and governance
   (4) Mission and (new/updated) goals
   (5) New/updated metrics
I. Current Measures of Performance – Provide the following information for each fiscal year included in this review period.

(1) Personnel – List affiliated faculty, staff, and students. Indicate percent of time associated with center/institute if appropriate.
   Faculty:
   Staff:
   Provide numbers of: (a) Postdoctoral fellows, (b) Doctoral students, (c) Masters students, and Undergraduates.

(2) Funding – Provide a table listing the sources, amount of funding received and indirect costs (IDC) recovered during each fiscal year, including in this review period, for the following categories.
   Direct state appropriations:
   Total external support from grants and contracts:
   All other University support (e.g., overhead receipts, cost sharing, patent and licensing revenue, University allocations):
   Gifts to the center/institute:
   Total of all sources of support:

(3) Contracts and Grants Awarded to Center/Institute – Provide a table listing the applicant, sponsors and amounts of funding requested/received for the following:
   Number of Proposals:
   Number of Awards:
   Federal:
   Corporate:
   State:
   Other:
   Total Awards:

(4) Expenditures – Provide a table listing the major categories and amounts of expenditures for the center or institute per year during each fiscal year.

(5) Publications and Presentations – Attach a list detailing authors, title, date, and venue; include books, journal articles, proceedings, papers, reports, and presentations.

(6) Describe the center/institute's community outreach and service.

J. Future Measures of Performance – Provide new five-year metrics.

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Approved by the Committee on Academic Centers and Institutes on December 6, 2013
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Review of UH Academic Centers and Institutes for FY__

Information and Contacts:

Center or Institute Name:

Year Established (mm/dd/yyyy):

Website Address (url):

Director:

Name and Title:

Campus Address:

Telephone:

Email Address:

Planning unit head for the center/institute (i.e., department chair, college dean, or SVPAA/P):

Name and Title:

Campus Address:

Telephone:

Email Address:

Submitted by:

__________________________________________  ____________________________________________  __________
Name                                           Signature                                           Date