# Annual Reports and 5-Year Reviews of Centers

## Cover Page:

Center Name:

Date Established:

Website address:

Date report submitted:

Director:

Title and Unit Affiliation(s):

Email:

Phone:

Signature

Date

## Attachments:

Attach a document that responds to the following items, do not exceed 15 pages (12-point Times New Roman, 1-inch margins) for annual reports and 20 pages for 5-year reviews (12-point Times New Roman, 1-inch margins).

1. Mission Statement
2. Continued relevance of the proposed Center’s mission to that of SD Mines.
3. Continued value of the Center to the university.
4. Goals outlined in the Request to Establish a Center or last 5-Year Review of Center.
5. How goals have been met or modified.
6. Planned activities in the proposed Center in the next year (for annual report) or 5 years (5-year review reports).
7. Performance measures organized by fiscal year)
   1. Faculty and staff (and unit affiliations) participants.\*
   2. Student participants (separate PhD, MS, and undergraduate, note degree programs)
   3. Advisory Committee(s) name(s) and membership(s)
   4. Publications and presentations (a list can be attached)
   5. Other communication and outreach activities, including website status.
   6. Grants and contracts (a list can be attached)
   7. Budget summarizing support received, encumbrances, and expenditures)
   8. Other evidence of Center activities and productivity (graduations, service, communications, etc.)
8. Summary assessment of Center performance
9. Continuity Plan for Center activities.
10. Goals for next review period.
11. Anticipated changes in next review period

\*\*For 5-year reviews, attach letters of endorsement from all Department Heads or Directors with personnel or other university resources associated with the Center. This does not have to be within the narrative page limit.

Submit to the Research Affairs Office.