Outline for Annual Center Reports – FY2016

I. Mission of Center  
Mission statement of center should be included here.

II. Classification of Center and Organizational Structure  
Identify the Center Director, Contact Person and if applicable, website address. See Policy 3020 for definition of department, college or university center; include the following:

1. Organizational chart, showing faculty, staff and reporting relationships with related units,
2. A list of faculty affiliated with the center,
3. List of students supported by center administered funds, % of center support, department affiliation, degrees awarded, and
4. Identify classified staff and administrative positions by title and FTE, identify source of fiscal support – department fiscal staff, center fiscal staff

III. Amendments to the Center Charter  
If applicable, include a copy of the revised charter agreement.

IV. Stakeholder Committee  
List the committee members and date of last committee meeting.

V. Major Contracts Received in 2015-2016  
List major grants and contracts received in year ending June 30, 2016.

VI. Major Proposals Submitted or Pending  
List major proposals submitted or pending, identify those declined or anticipated award date.

VII. Significant Accomplishments in 2015-2016  
List significant accomplishments of faculty associated with center for year ending June 30, 2016.

VIII. Industrial Affiliates Program  
If applicable, provide list of industrial affiliates, membership rates and benefits.

IX. Report of Financial Condition  
Use Excel financial report format or web-based Banner reports.

X. Major Issues of the Center  
Identify any major issues facing the center as it looks to the future.

Once completed, please send a copy of your center report to David Hungate in the Controller’s Office (hungate@vt.edu or mail code 0312).