Outline for Annual Center Reports – FY2018

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 2017-2018
   List major grants and contracts received in year ending June 30, 2018.

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

VII. Significant Accomplishments in 2017-2018
   List significant accomplishments of faculty associated with center for year ending June 30,
   2018.

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).