

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).