

Request for Continuation Report Board of Trustees Approved Center or Institute

Name of Center or Institute: _____

Physical Address/Location: _____

University official to whom Center or Institute reports: _____

Name(s) and title(s) of individual(s) submitting this report: _____

Date this Center or Institute was initiated: _____

Date of last formal review of this Center or Institute: _____

Please provide a narrative report that responds to the following instructions using the numbering scheme indicated. This report should also include a budget completed in the format provided with the instructions. See the Office of Academic Planning and Accountability website for more information. The entire document should not exceed ten pages (excluding appended materials).

The final document should be reviewed by the Dean or Vice President responsible for providing oversight to the Center or Institute prior to submission. Confirmation of the dean or VP review of the continuation report can be included with the letter on financial commitments – see item 14 below or a separate letter can be submitted; which is recommended if there are additional points that should be communicated.

Continuation Report Outline

1. a. Describe the purpose of the Center or Institute and list the main goals and objectives. Indicate why a separate organizational structure is still needed to fulfill this purpose and related goals and objectives. The report should include references to or any changes in:
 - the relationship of the Center or Institute to the mission of the university,
 - the relationship of the Center or Institute's mission of the oversight unit (administrative or academic unit, department or program),
 - the Center of Institute's specific goals and/or objectives. Provide examples of goals achieved and projects completed.
 - b. Describe any activities or outcomes that are facilitated by the organizational structure of the Center or Institute. What goals would not be accomplished without the existence of the center or Institute?
 - c. Describe faculty interactions that have contributed to the operation of the center/institute. List faculty by name and unit, with the function they have fulfilled as a member of the center/institute.
 - d. Discuss any issues that have affected the successful operation of this entity.
2. Name the unit and unit head that provides oversight to the Center or Institute (not the director).

For more information, go to <http://louisville.edu/oapa/accreditation-academic-programs-1/centers-and-institutes>

3. a. Indicate who directs the Center or Institute and what other members of the administration and faculty are *currently* involved in it. Indicate also the level of each individual's involvement on an FTE basis for the current year. Attach a brief *curriculum vitae* for the director of the Center or Institute and for each key faculty member involved with it.
 - b. Was the center/institute director appointed by the Board of Trustees (BOT)? (Yes or No) The guideline requiring BOT appointment is stated in The Redbook Section 3.3.5 A. <http://louisville.edu/provost/redbook/contents.html/chap3.html#SEC3.3.5>. *If the current director has not been appointed by the BOT, please contact Vice Provost for Faculty Affairs Office for assistance.*
4. Indicate who will direct the Center or Institute (if different from #3) and what other members of the administration and faculty will be involved in it in the next five years. Indicate also the level of each individual's involvement on an annual FTE basis for the next five years. Attach a brief *curriculum vitae* for each faculty member who is not currently involved with the Center or Institute but will be in the future and indicate how each of these individuals will be replaced in their present activities.

When addressing the following budget items, please be sure the narrative report aligns with the data provided in the budget form. The budget form (EXCEL file) provided with the instructions must be completed and any additional clarifications can be explained in the narrative request or by providing appendices.

Current Fiscal Year

5. Indicate the amount and source of revenue being provided or generated by the Center or Institute in the current fiscal year including center research incentive funds (C-RIF). The revenue projections should include all internal reallocation, endowment income, extramural grants or other funds used to support operations. If revenues will exceed expenditures, record the difference in the two totals as surplus funds on line #12 on the budget form.
6. Indicate the amount and source of funds that are being expended by the Center or Institute in the current fiscal year. Include itemized amounts for personnel, equipment, technological support, and operating expenses.
7. Indicate on an FTE basis the current utilization by the Center or Institute of P&A staff, classified staff, and other personnel. (Must match personnel information provided on the budget form accompanying this report).

Projected Fiscal Year(s)

8. Indicate the anticipated amount and source of revenue for the Center or Institute in its next five years including center research incentive funds (C-RIF). The revenue projections should include all internal reallocation, endowment income, extramural grants, or other funds used to support operations. If projected revenues will exceed projected expenditures, record the difference in the two totals as surplus funds on line #12 of the budget form.
9. Indicate projected expenditures for the next five years. Include itemized amounts for personnel, equipment, technological support, and operating expenses.
10. Indicate on an annual FTE basis the needs of the Center or Institute for P&A staff, classified staff, and other personnel for the next five years.

11. Indicate where the Center or Institute is housed currently and its space requirements for the next five years. If applicable, indicate how any additional space will be provided.
12. Indicate new equipment and other infrastructure resources (including technology) that the Center or Institute will need in the next five years, and explain how these will be provided.
13. Indicate the amount and source of funds that will be expended for library resources for the Center or Institute in its next five years. Reference in the report any agreement negotiated for library resources.
14. Provide a written statement from the Dean, Vice President or department chairs verifying each financial commitment made in support of the program.

Other Information

15. Indicate the current assessment plan or reference the plan from the previous continuation review. Describe the results of the evaluation and assessment of the work of the Center or Institute according to the following:
 - a. provide data or reports assessing the fulfillment of the Center or Institute's objectives for each identified objective or outcome for each of the three or five years in the review period.
 - b. provide the actual use made of the information or data collected through the Center or Institute's assessment process, including how the information was used to generate improvements in the Center or Institute's operations.
 - c. describe any changes in the objectives and/or any changes in the assessment plan of the Center or Institute.
16. Provide any additional information that would assist the review committee in evaluating the continuation request - annual reports, evaluation reports, press releases, any relevant professional citations, etc...

NOTE: Annual financial and/or status reports should be filed with the University official providing oversight to the Centers or Institutes.