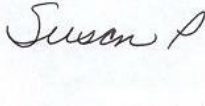


**MEMORANDUM**

To: Directors of Centers and Institutes  
From: Susan P. Himburg, Associate Vice President   
Date: April 20, 2018  
Re: Center and Institutes Annual Reports due September 17, 2018

This memo is to notify you of the pending due date for the Annual Report for your Center or Institute. The attached template includes 1) Administrative Assessment Report, 2) Support of Students (which assists timely graduation), and 3) Scholarly Productivity.

With performance metrics guiding FIUBeyondPossible2020 Strategic Plan, each Center and Institute Report should focus on as many applicable metrics as possible. Therefore, the Administrative Assessment Report should link directly to performance metrics. Dr. Katherine Perez, Associate Director of Academic Planning and Accountability can assist with this alignment.

The review criteria used by the Centers and Institutes Evaluation Committee, chaired by Andres Gil, are based on C&I activities listed in the policy (<https://policies.fiu.edu/policy/547>). Three of the activities noted in the policy are mandatory: 1) respond to the overall mission of the University, 2) educate students, and 3) show a positive return in investment. In addition, the Board of Governors requires assessment of the institute's or center's progress against defined performance-based goals and objectives within the context of the institute's or center's mission and the university mission (Administrative Assessment Report). In its evaluation, the Centers and Institutes Evaluation Committee will consider the expectation of FIU's Center and Institute Policy which states that "though C&Is are an integral part of the University, their respective missions should not duplicate those of departments, schools, and colleges. Instead, they should offer programs or opportunities that cannot be offered effectively through existing structures."

The review of all these elements leads to recommendations regarding the need for continuation of the institute or center, possible changes in mission or organizational structure, budget reductions or expansion, change of classification, and/or status change (active, inactive, terminated).

The Annual Report Template includes a separate section for those Centers and Institutes that will be evaluated in 2018-19. Please use this opportunity to summarize accomplishments and future plans of the Center / Institute and especially those which align with the performance metrics. For your information, the scheduled review cycle for C&I's is presented below. **Please note, however, that an annual report is required each year, regardless of review cycle year.**

Further communication will be forthcoming regarding the BOG required actual and estimated expenses which must be finalized in August.

As usual, I am available to assist you and your staff if questions arise regarding the annual report. I can be reached at [himburs@fiu.edu](mailto:himburs@fiu.edu) or 305-348-3233. As was the process last year, reports should be submitted with the signature of the dean to [creview@fiu.edu](mailto:creview@fiu.edu)

## Annual Review Schedule for Centers and Institutes for 2018-19

<b>2018</b> Review of Annual Report from 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 Review completed in 2018-19—Submit to BOG <b>September 30, 2019</b>			
	BOG Center Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
The Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)	80.067	2013	December 1, 2012
Bayan Research Institute for Dissemination, Grants and Evaluation	80.0780	N/A	N/A
Center for the Study of Matter at Extreme Conditions	80.0550	2015	February 1, 2015
Institute of Water and Environment	80.0770	N/A	N/A
Lehman Center for Transportation Research	80.039	2014	December 1, 2013
Sea Level Solutions Center	80.0790	N/A	N/A
The Center for Ethics and Professionalism (2013-2018)	80.0700	2014	December 1, 2013
<b>2019</b> Review of Annual Reports from 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 Review completed in 2019-20—Submit to BOG <b>September 30, 2020</b>			
	BOG Center Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
Center for Advanced Technology in Education	80.0520	2015	February 1, 2015
Center for Diversity in Engineering and Computing	80.058	2015	February 1, 2015
Engineering Manufacturing Center	80.0400	2015	February 1, 2015
FIU Applied Research Center	80.037	2015	February 1, 2015
Florida Cyber Infrastructure Education and Research for Trust and Assurance (CIERTA) Center	80.0450	2015	February 1, 2015
International Center for Tropical Botany	80.0760	N/A	-
Telecommunications and Information Technology Institute	80.057	2015	February 1, 2015
<b>2020</b> Review of Annual Reports from 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 Review completed in 2020-21—Submit to BOG <b>September 30, 2021</b>			
	BOG Center Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
Center for Administration of Justice (CAJ)	80.023	2016	May 3, 2016
Center for the Humanities in an Urban Environment	80.9150	2016	May 3, 2016
Center for Internet Augmented Research and Assessment (CIARA)	80.0610	2016	May 3, 2016
Center for Labor Research and Studies (CLRS)	80.913	2016	May 3, 2016
Cuban Research Institute (CRI)	80.0105	2016	May 3, 2016
Florida-Caribbean Institute (received no funding 2004-present)	80.8090	2016	May 3, 2016
Florida-Mexico Institute (received no funding 2004-present)	80.81	2016	May 3, 2016
Jerome Bain Real Estate Institute	80.046	2016	May 3, 2016
Latin American and Caribbean Center (LACC)	80.01	2016	May 3, 2016
Ryder Center for Supply Chain Management	80.0290	2016	May 3, 2016
Southeast Environmental Research Center (SERC)	80.048	2016	May 3, 2016
Women's Studies Center	80.0130	2016	May 3, 2016

**2021**

Review of Annual Report from 2016-17, 2017-18, 2018-19, 2019-20, 2020-21

Review completed in 2021-22—Submit to BOG **September 30, 2022**

	BOG Center Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
Center for Children and Families (CCF)	80.0730	2017	January 31, 2017
English Language Institute	80.0250	2017	January 31, 2017
FIU Extreme Events Institute	80.0740	2017	January 31, 2017
FIU Stem Transformation Institute	80.0720	2017	January 31, 2017
High Performance Data Research Center	80.0260	2017	January 31, 2017
Institute for Public Management and Community Services	80.007	2017	January 31, 2017
International Hurricane Research Center (IHRC)	80.915	2017	January 31, 2017
Jack D. Gordon Institute for Public Policy & Citizenship Studies	80.0170	2017	January 31, 2017

**2022**

Review of Annual Reports from 2017-18, 2018-19, 2019-20, 2021-2022

Review completed in 2022-23—Submit to BOG **September 30, 2023**

	BOG Center Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
Bimolecular Sciences Institutes	80.0750	2018	November 17, 2017
Institute for NeuroImmune Pharmacology	80.0690	2018	November 17, 2017
International Forensic Institute	80.0430	2018	November 17, 2017
Metropolitan Center	80.0640	2018	November 17, 2017
The Center for Leadership	80.0660	2018	November 17, 2017

# ANNUAL CENTER/INSTITUTE REPORT

Fiscal Year 2017-18

After obtaining the Dean's approval, please submit scanned approval form along with annual report and Administrative Assessment to: [creview@fiu.edu](mailto:creview@fiu.edu) by September 17, 2018.

Name of Center/Institute: \_\_\_\_\_

Center/Institute Director's Approval

Director's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Director's Approval (College of Arts, Sciences, and Education)

Director's Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's (s') Approval

Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Centers Reporting to the VP Research and Economic Development, please submit your report electronically to [creview@fiu.edu](mailto:creview@fiu.edu) for uploading on Centers and Institutes SharePoint site as well as submitting to ORED.**

## **CHECK LIST FOR ANNUAL REPORT**

**\_\_\_SIGNATURE PAGE WITH DEAN'S SIGNATURE (IF APPLICABLE)**

**\_\_\_ANNUAL REPORT**

**\_\_\_ADMINISTRATIVE ASSESSMENT FOR 2017-18- PRINTED HERE  
(INCLUDING OBJECTIVES AND MEASURES FOR 2018-19)**

**Components of the Center/Institute Annual Report**  
**Due Date: September 17, 2018 to: [creview@fiu.edu](mailto:creview@fiu.edu)**

1. How has success been measured: Congruence with FIUBeyondPossible2020 Strategic Plan and Performance Metrics.

Submit an Administrative Assessment Report to define the center's/institute's objectives (matching one of the three areas of the mission: teaching, research or collaborative engagement) assessment methods, and results, along with based improvement strategies. Measures of at least two performance metrics related to the Strategic Plan is encouraged. In addition to 2017-18 assessment report, follow-ups to 2016-17 use of results for improvement, and a PLAN for 2018-19 with objectives and measures should be included. Objectives/Measures of at least two performance metrics is encouraged.

The report must be submitted electronically. For information on how to access the system, go to [assessment.fiu.edu](http://assessment.fiu.edu) For help in completing these reports, please contact the IA team at [assessment@fiu.edu](mailto:assessment@fiu.edu) or Dr. Katherine Perez at 7-1796.

2. Support of students in line with FIUBeyondPossible2020 Strategic Plan student goals. Students funded by the center should be listed separately from those funded by other sources (e.g., college, UGS, etc.) For students funded by the center these should be specific stipulation as to the funding percentage from the center. Graduate students supported and research activity (include student name, degree program, major professor, research presentations, and research , publications, etc.– for each student)
  - a. Undergraduate students supported and center/institute related involvement (indicate: faculty supporting/supervising the student; student name & project/study; source of support; and project honors).
3. Scholarly productivity (include complete citations):
  - a. Faculty (faculty work should be related to the specific center reporting the activity and should not be included in other center or institute reports)
    - o Peer-reviewed publications
    - o Juried exhibits/performances
    - o Other publications/media produced
    - o Faculty research presentations/creative activity presentations
    - o Other
  - b. Center/Institute
    - o Research workshops/creative activity workshops hosted
    - a. Guest scholars/artists hosted
    - b. Collaborative projects among FIU, industry, clinical partners, other universities, e.g., NIH Roadmap
4. Actual and Estimated Expenses  
Under separate communication, you will be asked to respond to the annual BOG requirement for financial information on actual and estimated expenses. The deadline in August for confirming actuals and providing estimates is separate from this Annual Report.

TO BE COMPLETED BY THOSE CENTERS SCHEDULED FOR EVALUATION IN 2018– see schedule

- A. Provide a summary overview of the accomplishments of the center since the last evaluation using the four items above. This is an opportunity to discuss trends and outcomes over the past several years and areas that the Evaluation Committee should specifically take note, especially those which align with the performance metrics. Keep in mind the performance evaluation criteria included in the cover memo and the FIU Policy on Centers and Institutes: <https://policies.fiu.edu/files/547.pdf>
- B. Advisory Committee  
Provide a summary of outcomes from any internal or external advisory committee associated with the Center or Institute for this year. (Note that FIU’s Policy on Centers and Institutes indicates that an advisory committee is required “there shall be an external advisory board, if the unit serves the community or an internal advisory board, if there is little direct community interaction”). If no activity occurred, indicate what plans you have for the next review cycle to meet this requirement.