


MEMORANDUM

To: Directors of Centers and Institutes

From: Andrés G. Gil, Vice President for Research and Economic Development
Dean, University Graduate School 

Date: April 13, 2016

Re: Center and Institutes Annual Reports due September 15, 2016

The Centers and Institutes Evaluation Committee met and revised the annual report with the dual goals of reducing the effort on preparation of the annual reports and increasing alignment with the new University strategic plan. The new attached template includes 1) Administrative Assessment Report, 2) Support of Students (which assists timely graduation), and 3) Scholarly Productivity. **It is no longer necessary to include faculty contract/grant activity and resource investment due to improvements in FIU databases.**

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 Annual Report Template includes a separate section for those listed on the review schedule for evaluation in 2016. 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. As per previous years, the Office of Research and Economic Development will provide the actuals data and Human Resources will assist with FTEs. That data will need to be finalized in August.

Dr. Susan Himburg, Associate Vice President, Academic Planning and Accountability, is available to assist you and your staff if questions arise regarding the annual report. She can be reached at himbargs@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.

Annual Review Schedule for Centers and Institutes for 2016-17

2016	Center CIP Code	Last Evaluation BOG Submission	Date of Last Evaluation BOG Directory Form
Review of Annual Report from 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 Review completed in 2016-17—Submit to BOG September 30, 2017			
Center for Children and Families (CCF)	80.0730	N/A	-
English Language Institute	80.0250	2012	May 1, 2012
FIU Extreme Events Institute	80.0740	N/A	-
FIU Stem Transformation Institute	80.0720	N/A	-
High Performance Data Research Center	80.0260	2011	September 2, 2011
Institute for Hospitality and Tourism Education and Research	80.049	2014	December 1, 2013
Institute for Public Management and Community Services	80.007	2012	May 10, 2012
International Hurricane Research Center (IHRC)	80.915	2012	May 10, 2012
International Media Center	80.0310	2012	May 10, 2012
Jack D. Gordon Institute for Public Policy & Citizenship Studies	80.0170	2012	May 10, 2012
Lehman Center for Transportation Research	80.039	2014	December 1, 2013
Metropolitan Center	80.0640	2013	December 1, 2012
2017			
Review of Annual Report from 2012-13, 2013-14, 2014-15, 2015-16, 2016-17 Review completed in 2017-18—Submit to BOG September 30, 2018			
Bimolecular Sciences Institute	80.0750	N/A	-
Institute for Neuro-Immune Pharmacology	80.069	2013	December 1, 2012
International Center for Tropical Botany	80.0760	N/A	-
International Forensic Research Institute (IFRI)	80.0430	2013	December 1, 2012
The Center for Leadership	80.066	2012	May 10, 2012
The Center for Research on U.S. Latino HIV/AIDS and Drug Abuse (CRUSADA)	80.067	2013	December 1, 2012
2018			
Review of Annual Report from 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 Review completed in 2018-19—Submit to BOG September 30, 2019			
The Center for Ethics and Professionalism (2013-2018)	80.0700	2014	December 1, 2013
Institute of Water and Environment (2015-2018)	80.0770	N/A	September 1, 2019
Bayan Research Institute for Dissemination, Grants and Evaluation (2015-2018)	80.0780	N/A	September 1, 2019
Sea Level Solutions Center (2015-2018)	80.0790	N/A	September 1, 2019
2019			
Review of Annual Reports from 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 Review completed in 2019-20—Submit to BOG September 30, 2020			
Florida Cyber Infrastructure Education and Research for Trust and Assurance (CIERTA) Center	80.0450	2015	February 1, 2015
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
Center for the Study of Matter at Extreme Conditions	80.0550	2015	February 1, 2015
Engineering Manufacturing Center	80.0400	2015	February 1, 2015
FIU Applied Research Center	80.037	2015	February 1, 2015
Telecommunications and Information Technology Institute	80.057	2015	February 1, 2015
2020			
Review of Annual Reports from 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 Review completed in 2020-21—Submit to BOG September 30, 2021			
Center for Administration of Justice (CAJ)	80.023	2016	May 2016
Center for the Humanities in an Urban Environment	80.9150	2016	May 2016
Center for Internet Augmented Research and Assessment (CIARA)	80.0610	2016	May 2016
Center for Labor Research and Studies (CLRS)	80.913	2016	May 2016
Cuban Research Institute (CRI)	80.0105	2016	May 2016
Florida-Caribbean Institute (received no funding 2004-present)	80.8090	2016	May 2016

Florida-Mexico Institute (received no funding 2004-present)	80.81	2016	May 2016
Jerome Bain Real Estate Institute	80.046	2016	May 2016
Latin American and Caribbean Center (LACC)	80.01	20163	May 2016
Ryder Center for Supply Chain Management	80.0290	2016	May 2016
Southeast Environmental Research Center (SERC)	80.048	2016	May 2016
Women's Studies Center	80.0130	2016	May 2016

ANNUAL CENTER/INSTITUTE REPORT

Fiscal Year 2015-16

After obtaining the Dean's approval, please submit scanned approval form along with annual report and Administrative Assessment to: creview@fiu.edu by September 15, 2016.

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 or VP Research Acknowledgment (for Centers Reporting to VPR)

Name(s): _____

Signature: _____

Date: _____

CHECK LIST FOR ANNUAL REPORT

_____ **SIGNATURE PAGE WITH DEAN'S SIGNATURE (OR VP)**

_____ **ANNUAL REPORT**

_____ **ADMINISTRATIVE ASSESSMENT FOR 2015-16 PRINTED HERE
(INCLUDING OBJECTIVES AND MEASURES FOR 2016-17)**

Components of the Center/Institute Annual Report
Due Date: September 15, 2016 to: 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 2015-16 assessment report, a PLAN for 2016-17 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 <http://apa.fiu.edu/tracdat.html>. For help in completing these reports, please contact the IE team at ie@fiu.edu or Dr. Katherine Perez at 7-1796.

2. Support of students in line with FIUBeyondPossible2020 Strategic Plan student goals. Students should only appear on one center or post career employment institute report if they are funded by the center and there should be specific stipulation as to % funding from the unit reporting the activity:
 - Graduate students supported and research activity (include student name, research outcomes, publications, etc.– for each student)
 - 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)
 - Peer-reviewed publications
 - Juried exhibits/performances
 - Other publications/media produced
 - Faculty research presentations/creative activity presentations
 - Other
 - b. Center/Institute
 - Research workshops/creative activity workshops hosted
 - Guest scholars/artists hosted
 - 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 2016 – 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: (<http://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.