**GUIDELINES FOR THE CENTER/INSTITUTE FIVE YEAR PERFORMANCE REVIEW REPORT**

Per the Centers/Institute guidelines, each Center/Institute will be evaluated annually in their respective college or academic unit, but must submit a Five Year Review report using the template provided by the Office of Research, Innovation and Economic Development to the Office to be reviewed by an ad hoc committee appointed by the Provost and Vice President for Academic Affairs. This submission includes performance evaluation based on the original goals and objectives, activities and accomplishments during the past five-years, and financial report over the past five years. Please complete the attached five-year report template, forward as an attached MS Word or a pdf file for narrative and the excel file for the past and future five year financial report to the administrator directly responsible for your program.

The administrator will send an endorsement of the accuracy of the information contained in the report in the form of an email with the files attached to the AVP for Research, Innovation & Economic Development at: [sayedshah@cpp.edu](mailto:sayedshah@cpp.edu).

1. Describe the original mission statement of the Center/Institute’s and its relationship to the Department, College, and the University’s strategic plan:
   1. State the Center/Institute’s mission:
   2. Identify the Center/Institute’s original goals and objectives, including the financial goals:
   3. Have these goals and objectives changed? If so, when did this happen please identify and explain.
   4. Describe how the Center/Institute benefits the department, college, and the University
   5. Current and recent outreach publicity, websites, etc.
2. Describe the organizational structure and, if they have changed since the last report, how and why they changed
   1. Description (provide an organizational chart):
   2. A director or head (provide position description):
   3. Describe how the leadership structure is appropriate to the need:
   4. If there is an advisory board, provide the current membership, and describe the process for selecting members of the advisory board:
   5. What is the role or function of the advisory board? Is the advisory board functioning appropriately? Are there plans to change or improve the advisory board and/or its function?
   6. Identify the faculty and staff roles and student participation:
3. Resource Utilization – past and future
   1. Provide a financial report, including a 5 year budget, revenue and balance sheet summarizing the past five years using the excel template provided, identifying all specific sources (state, grant, gift etc.) of revenue including identifying the State or the Foundation account numbers, and total operating expenses. Please also address the following items below.
   2. Quantify the extent (percent of the original goals) to which the Center met its initial goals to meet financial needs:
   3. If there is a plan to further improve financial resources please briefly describe the specifics of the plan:
   4. Provide the specific sources of revenue in the budget plan for the next five years, including specific sources of the state and grant/contract revenue:
   5. Identify profit sharing arrangements if there are any in place or anticipated in the future:
   6. What is the percent effort of faculty and staff devoted to the center/institute?
   7. What space is currently occupied by the center/institute? Please provide the location (building and room number) and area (square feet).
4. What is the programmatic focus for the next five years?
5. Resources needed for maintaining operation of the Center/Institute for the next five years.
   1. Physical space: location (building and room numbers) & amount of space (square feet)
   2. Identify potential future personnel involvement, and the source of support for their participation in the Center/Institute:
   3. Equipment that will need to be acquired or enhanced (including IT infrastructure such as web sites) to meet future needs and potential sources of this equipment:
   4. What publicity and outreach is planned for the future (e.g. brochure, web sites communication needs)? Provide copies or URL of materials used in the past.
   5. Identify specific potential funding sources for the next five years: