

Appendix "A"

Procedures Governing the Establishment, Reporting and Review of Research Centres and Outreach Centres at the University of Prince Edward Island

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1.0 Preamble

The Board of Governors of the University of Prince Edward Island (UPEI) approved the “Centres Policy” in November 2009. At that time, it was recognized that Research and Outreach Centres and Institutes (Centres¹) were desirable where they add “value to University of Prince Edward Island’s research, educational and/or outreach mission beyond that which would accrue from activities organized within existing University structures (i.e. Departments, Faculties, Schools).”

In accord with Section 10.1 of the *Centres Policy* this document seeks to clarify the request and process required for seeking and retaining status as a university approved entity. The procedures

¹Here and in the remainder of this document the term “Centre” is used collectively to encompass both Centres and Institutes

for the recognition of such entities are, therefore, outlined and clarified in this document. This document needs to be read in concert with the *Centres Policy* which can be viewed at: http://www.upei.ca/policy/files/policy/Centres%20Policy%20%28admordgnl0001%29_0.pdf).

2.0 Establishment of Research and Outreach Centres and Institutes

2.1 Provisional Approval

Normally, proponents of a Centre will request provisional approval for the Centre when:

- a) a large project has received a substantial amount of funding and the scale of the project is such that it is necessary to expedite the establishment of a suitable management structure for administering the funds and monitoring the activities of the project.
- b) a group of researchers/scholars have engaged in a collaborative initiative and in order to expand their research or outreach program and attract funding from external agencies or University benefactors, official recognition by the University is required.

To request provisional status, the proponents must prepare a written request to the Dean of the Faculty/School, for Faculty/School based Centres, or to the appropriate Vice-President for University based Centres, for consideration.

Please see Appendix I: Nomenclature for the differentiation between Centres and Institutes and for the scope of Faculty/ School based vs. University based Centres.

Please see Appendix II for the detailed requirements of the Provisional Approval Proposal.

Once reviewed by the Dean (Faculty/School based Centres) or the Vice-President (University based Centres), the submission will be sent to the Research Advisory Committee (RAC) (Research Centres), or the Academic Review and Planning Committee (ARPC) (Outreach Centres) for review. The respective Vice-Presidents may then grant provisional status or request further information, depending upon the recommendation of the RAC/ARPC.

Should provisional approval be granted, it will be in effect for a twelve (12) month period. Under exceptional circumstances a six (6) month extension of the provisional approval period may be approved by the respective Vice-President. However, failure to obtain approval by Senate and the Board of Governors within the provisional approval period will automatically result in closure of the provisionally approved Centre.

Each provisionally approved Centre must have an Interim Director and Interim Advisory Board appointed by the Vice-President on the recommendation of the Dean, in the case of Faculty/School based Centres, or by the President on the recommendation of the Vice-President in the case of University Centres. The Interim Director's term will normally be for the twelve (12) month provisional period.

2.2 Procedure for Achieving Formal Centre Status

Proponents of a Centre must complete the required documentation to seek formal approval for Centre status, and ensure that the documentation is submitted to the Vice President, as appropriate. For a Centre with Provisional Approval, this documentation must be completed during the twelve (12) months of the provisional approval period, and submitted to the appropriate Vice-President at least three (3) months prior to the end of the provisional approval period. Not doing so will normally result in the revoking of provisional status.

Please see Appendix III for the detailed requirements of the Formal Proposal for Centre Status.

2.2.1 Formal Proposal

The proponents should prepare a formal proposal in accordance with Appendix III and Appendix IV for submission to the Dean or Vice-President, as appropriate, at least three (3) months prior to the end of the provisional status period.

Faculty-based Centres will only be approved if they have the support of the Dean to whom they will report.

2.2.2 Establishment of an Advisory Review Committee

Once the Vice-President receives the formal proposal, the Vice-President will appoint an Advisory Review Committee to consider the application of the proposed Centre. This Committee will normally include some or all of the members of the RAC/ARPC, as appropriate to the Centre type, and some of the Chairs or representatives of relevant Departments, and of other Centres having direct interest in the proposal. The Vice-President will make a campus announcement of the formation of this Advisory Committee, and will invite comments from interested members of UPEI.

Please see Appendix V for the Terms of Reference for the Advisory Review Committee.

In consideration of the application, the Advisory Review Committee may request additional information or suggest modifications to the proposal and will meet with the interim Director of the Centre.

2.2.3 Vetting of the Proposal by RAC/ARPC and Senate

The report and recommendation of the Advisory Review Committee will be forwarded to the RAC/ARPC, as appropriate. The Interim Director will normally be available to the RAC/ARPC to respond to questions. Based on the feedback from the RAC/ARPC, the proponents may be requested to make modifications to their proposal before final approval by the RAC/ARPC. After consideration by RAC/ARPC, the final documentation, with a recommendation from the RAC/ARPC will be submitted to the Senate for its consideration.

2.2.4 Final Step - Board Approval

Following approval by Senate, the documentation and recommendations will be forwarded to the Board of Governors for final approval. Establishment and operation of the Centre will normally be approved for a period of five (5) years.

3.0 Centre Director

A Selection Committee will be established as outlined in Section 7.2 of the *Centres Policy*. The recommendation of the Selection committee will be communicated to the President and Board through the Vice-President responsible for the RAC/ARPC vetting the Centre proposal. The recommendation should include the reasons for the Selection Committee's recommendation, and should be accompanied by the CV of the proposed Director. An appointment letter will be issued for the full-term of the appointment.

The Director's term will normally be for a five year period, coincident with the period of approval of the Centre/Institute; however, shorter terms may be arranged.

In preparation for each five year review, the Centre should review its leadership and make a recommendation for the Director for the following five year period.

The leadership of the Centre will be reviewed by the Advisory Review Committee (see Section 2.2.2) as part of the five year review process, and a recommendation will be made at this time regarding the Director for the following five years.

In situations where a Director may not serve a full five year term, a new Director will be appointed in accordance with the *Centres Policy* and the procedures outlined here. The appointment will be in effect until the end of the five year period or for the term arranged.

The Director is eligible for re-appointment for the following five year period, to a maximum of ten years.

4.0 Centre Advisory Board

The frequency of Advisory Board meetings may vary depending on the needs of the Centre, but it is expected that the Centre Advisory Board will meet a minimum of two times per year. A copy of the Board meeting minutes are to be attached to the Annual Report.

Please see [Appendix VII](#) for the Annual Report Template.

The Advisory Board is to be chaired by an individual other than the Director of the Centre, and it is the responsibility of the Chair to call the Board meetings. Board meetings must include a mid-year and a year-end review of the financials of the Centre. The year-end review must include a detailed listing of in-year revenues and expenditures, as well as a financial forecast for the Centre for the coming fiscal year.

The Advisory Board will be appointed by the Vice-President on the recommendation of the Dean, in the case of Faculty/School based Centres, or by the President on the recommendation of the Vice-President, in the case of University Centres.

5.0 Visual Identity

Leveraging the history and reputation of the University of Prince Edward Island is an effective way for campus units to generate unit awareness both locally and nationally. Centres extend the core mission of the University and as such, are not permitted their own logos. Centres are treated the same as core units under the *Visual Identity Policy*, which is located at:

(<http://www.upei.ca/policy/gov/brd/gnl/0015>). As such, each Centre is entitled to use its name combined with the UPEI logo. Size, colour, and spacing standards are the same as for the core logo.

6.0 Annual Reporting Procedures

Annually, by the first working day of July each year, the Director of the approved or provisionally approved Centre must submit to the relevant Vice-President the following documents:

- a) An annual report summarizing the activities, income and expenditures of the past calendar/fiscal year. (The Centre may choose an alternate reporting period, provided it is used consistently from year to year).
- b) A plan of activities for the forthcoming year, including anticipated income and expenses.
- c) Any changes in direction or administration that may necessitate altering the Centre's constitution / by-laws as originally approved by Senate.

UPEI's Centres Annual Report Template may be found in Appendix VII.

The Office of the Vice-President (Research /Academic) will ensure all Annual Reports for Centres are collected and forwarded to the appropriate Dean(s) and/or Vice-President. All Centre Annual Reports will be reviewed by the RAC/ARPC. The RAC/ARPC may constitute a sub-committee to undertake the review and to report to the full committee. If a sub-committee is employed, the sub-committee shall provide recommendations to the RAC/ARPC regarding the operation of the Centre.

A formal letter from the RAC/ARPC will be sent to each Centre acknowledging receipt of the Annual Report. Review of the reports may raise questions requiring further clarification, or requests for information, and it is expected that the Centre will provide a timely response.

The Director of the Centre may be required to meet with the RAC/ARPC to respond to questions regarding the annual report. The RAC/ARPC has the mandate to suspend Centre operations and activities based on concerns raised during review of the Annual Reports, or in the event of failure to produce a suitable annual report.

7.0 Five Year Review Procedures

Each Centre shall be authorized initially for a period of up to five years.

Please see Appendix VI for the Guidelines for Conducting a Centre five year review.

Towards the end of the penultimate year, the operations of the Centre and its leadership will be formally examined by a review committee, to be named by the Dean or Vice-President, as appropriate.

The review committee will normally recommend either:

- a. that the Centre be authorized for a further period of up to five years, or
- b. that the Centre be phased out of existence during the remaining year of its authorized life.

Additionally, the Committee will make a recommendation concerning the renewal of the Director of the Centre.

It is also the purview of the Advisory Review Committee to make recommendations that will strengthen the operations of the Centre/Institute.

Please see Appendix V for the Terms of Reference for the Advisory Review Committee.

Once the Advisory Review Committee's report is finalized, it will be forwarded to the Centre Director, and to the relevant Dean(s) and the appropriate Vice-President. If the Centre is Faculty/School based, the Dean(s) will forward his/her recommendation to the appropriate Vice-President. The Vice-President will submit the report and Dean's recommendation to the RAC/ARPC for their review and recommendation. For University based Centres, the Advisory Review Committee's report will be provided to the RAC/ARPC.

After consideration by the RAC/ARPC, the final documentation, with a recommendation from the RAC/ARPC will be forwarded to Senate for consideration and recommendation. Following the Senate's consideration, the documentation and recommendations will be forwarded to the Board of Governors for final approval. If approved, the operation of the Centre will normally be authorized for a period of five years.

8.0 Liaison

It is the responsibility of the Director of the Centre to ensure that the activities of the Centre operate in a manner consistent with University policies and procedures, and supportive of the positive reputation of the University. The Director must also maintain effective communication with the Dean and appropriate Vice-President, particularly with regard to media relations, visual identity, promotional materials, appeals for funds, staffing, and negotiations concerning contracts and grants from funding organizations.

9.0 Closure Procedures for Centres

The University reserves the right to close a Centre during its approved period for financial or other reasons, with due regard to human resources policies and employment standards legislation.

In the event that a Centre is not recommended for renewal during its scheduled review, if the University closes a Centre, or if a "provisionally approved" Centre fails to submit a Centre application to Senate or it is not approved, the following procedure is to be followed:

An individual at arm's length from the Centre is to be appointed by the relevant Vice-President to review the assets, liabilities and ongoing obligations of the Centre, and to make recommendations on the disposition of assets and liabilities. As part of this review, a financial statement is to be presented and certified either by UPEI's Accounting Office, or an external auditor as may be needed/appropriate for the complexity of the Centre's financial situation.

Upon acceptance of the reports outlined above, and upon consultation with the Board of the Centre, the Dean or Vice-President will undertake to implement the recommendations contained in the reports, in accordance with existing UPEI's policies and procedures.

Appendix I - Nomenclature

1. Centre or Institute

The terms “Centre” and “Institute” are often used interchangeably. However, for the purposes of differentiation, normally a Centre is established to coordinate and advance the research or outreach activities of a number of faculty across several departments, and is often a vehicle for interdisciplinary work.

An Institute is established for similar reasons, excepting that the activities may involve very significant funding and/or high level interaction with other universities.

In both cases, the proponents will have had a record of successful collaboration, and it will be evident that there are substantial opportunities to generate financial support for the maintenance of a modest administrative infrastructure and a long-term program of research /scholarship. A Centre may evolve into Institute status.

2. Faculty-Based or University-Based

Faculty-based Centres are those which can be identified as significantly positioned within one Faculty/School. Although Faculty-based Centres may have extensive space, infrastructure and financial structures, and occasionally the Vice-President may assist in coordination of inter-university or inter-institutional activity, they are predominantly based within one particular Faculty, enabling oversight at the Decanal level.

University- based Centres will involve such extensive financial implications for more than one Faculty/School, and/or complex relationships with multiple faculties or institutions, that it is not reasonable to expect one Dean to provide oversight and, therefore, it is essential that oversight be provided at the Vice-Presidential level, in consultation with all affected Deans.

Appendix II - Framework for Provisional Approval Proposal

1. Proposed name
2. Rationale for establishment of the Centre/Institute may include:
 - Mandate
 - The importance for, and alignment with, UPEI's Mission and Strategic Plan(s)
 - Why now?
3. Faculty involvement:
 - Preliminary membership list (Individuals listed must have agreed to be listed)
4. Proposed structure of Centre
5. Name of proposed Interim Director and means by which the person was selected
 - Priorities for the Interim Director
6. Interim Advisory Board
 - Membership and rationale for nomination
 - Method of selecting a Chair of Advisory Board
7. Physical and human resources needed
 - Physical resources
 - Human resources
 - Source of support for the provisional period
 - Budget
8. Signature of Department Chairs supporting the initiative
 - Letters of support from affected Department Chairs and Dean(s)
9. Proposed time line for submitting the required documentation for obtaining formal approval

Appendix III - Structure of the Formal Proposal for Centre Status

The Proposal will normally include the following components:

1. Introduction

- a. This section should briefly summarize the context and proposal

2. Purposes and Functions

Respond to the questions below as appropriate:

- a. What is the main purpose of the proposed Centre?
- b. In what way(s) will the Centre add value to the University's research, educational and/or outreach mission?
- c. Will the Centre cover a field of endeavour not now adequately or readily covered within an existing department, Faculty /School, or Centre?
- d. How will the Centre perform its functions (research, publication, outreach etc.)?
- e. What department(s) within UPEI and department(s) at other universities will be significantly active and involved in the activities of the Centre?
- f. How will the Centre facilitate or influence the work of:
 - i. Undergraduate students?
 - ii. Graduate students?
 - iii. Post-doctoral trainees?
 - iv. Faculty members?
- g. In what respects might it enhance the reputation of the University?

3. Membership

Respond to the questions below as appropriate:

- a. Have the proponents of the Centre been working together informally, and if so for how long, and what numbers of students have been involved?
- b. If outside groups will be represented, to what extent, and how are they chosen?
- c. Which are the critical departments with respect to drawing membership?
- d. Will all members of the Centre also hold positions in an established department? Will members seek exemption from any normal departmental responsibilities?
- e. Will membership be continuing or short-term?
- f. Will members be brought to UPEI to work on their own projects? If so, what are the sources of such members and the probable means of financing them?

4. Constitution/By-Laws

Provide a constitution/by-laws based on the structure given in Appendix IV

5. Organization and Liaison

Respond to questions below as appropriate:

- a. In what ways, if any, does the constitution of the proposed organization differ from that envisaged in Appendix V?
- b. Does the formation of the Centre have the support of all the departments involved?
- c. Does the formation of the Centre have the support of the Deans of all departments involved?

6. Staffing and Physical Requirements

Respond to the questions below as appropriate:

- a. Will a space allocation be required? If so, how extensive might this be?
 - i. immediately?
 - ii. within five years?
 - iii. within ten years?
- b. Is it necessary that any space required be:
 - i. directly associated with certain departments?
 - ii. on the main campus?
- c. Is it proposed that there be professional staff of the Centre who are not staff of a department?
- d. What office and administrative staffing is proposed?
- e. What technical staffing is proposed?

7. What special demands might be made on library, computing or other University services?

8. Five-Year Budget

Provide a tentative five-year budget, according to the following categories:

- a. **Salary requirements** including benefits, for:
 - i. university staff
 - ii. research staff
 - iii. administrative staff
 - iv. student assistants
- b. **Space requirements** for:
 - i. research
 - ii. administrative purposes
 - iii. other
- c. **Services** such as:
 - i. special library services
 - ii. computer services
 - iii. animal care services
- d. **Equipment or source materials**
- e. **Supplies**

9. Financing and Support

Respond to the questions below as appropriate:

- a. As direct University financial support usually cannot be provided, the budgetary expenses under #8 (above) must be met by grant and contract funds, or by contributions from departments, Faculties /Schools. What method is proposed in this case?
- b. Is there a need for any deviation from normal University financial and administrative policies?
- c. Will members of the Centre who are full-time members of a department receive any personal remuneration from the Centre at any time?

10. Additional Documentation that may strengthen the request (e.g. Letters of Support)

Appendix IV - Constitution/By-Laws

It is recognized that the formulation of a constitution/by-laws is specific to the type of entity envisioned by its members. As such, the administrative structure of a Centre must reflect its intent and complexity. The roles and responsibilities of all interested parties should thus be outlined. It is not the purpose of a constitution/by-laws to create an unwieldy administrative structure, but rather to protect both the rights and obligations of the participants and the University.

Suggested Items to Appear in the Constitution/By-Laws:

1. Name:
2. Objectives as these may affect:
 - a. society
 - b. the University
 - c. the disciplines involved
 - d. the staff
 - e. the students
3. Membership:
 - a. classes - such as member, ex-officio member or associate member
 - b. eligibility for membership
 - c. voting rights
 - d. founding members
 - e. procedures for the election and/or appointment of members
4. Administrative structure:
 - a. administration of the Centre by a Director and a Board
 - b. process for selecting the Director initially and for review of its recommendation for a Director for the following five years, as part of procedures of each five-year review appointment of a Director
 - c. process for appointing a new Director if a Director steps down before the end of his/her five-year term
 - d. election of Board including at least one Vice- Presidential representative for university-based Centres/Institutes, or a Dean's representative for Faculty/School-based Centres
 - e. powers and responsibilities of Director
 - f. powers and functions of Board
 - g. amendment of Constitution/By-Laws
5. Relationship to the University:
 - a. the Centre will be governed by the pertinent regulations of the Senate
 - b. the Centre will maintain liaison with the University, the procedures for which shall be specified in its constitution, and will submit reports at the prescribed intervals

6. Closure:

- a. disposition of assets upon closure
- b. allowance for costs related to closure to be included in the budget for the final year of operation

7. Intellectual Property:

- a. statement recognizing the requirement to follow the guidelines set out by Senate and, where applicable, the UPEIFA Unit #1 Collective Agreement.

Appendix V - Terms of Reference for the Advisory Review Committee

The Committee will:

- Normally include some or all of the members of the RAC/ARPC, as appropriate to the Centre type, and some of the Chairs or representatives of relevant departments and of other Centres having direct interest in the proposal.
- Advise the Dean or Vice-President on the viability of the Centre and make a specific recommendation on whether or not the Centre should be authorized to operate for a period of up to five years, or be phased out of existence during the remaining year of its authorized life.
- Comment on the leadership and make recommendations regarding the appointment of the Director for the coming five years, based on a review of past performance and consideration of the recommendation from the Centre.
- Make recommendations or suggestions that the Committee deems appropriate and helpful for the future development and operation of the Centre.
- As part of the review the Committee should:
 - Consider the appropriateness of the organizational structure as described in the Centre's constitution/by-laws.
 - Consider the accomplishments of the Centre and include in their report an assessment of what has been achieved.
 - Review Centre documents, including, but not limited to:
 - Annual Reports
 - Minutes of the Advisory Board
 - A Five-Year Budget and Strategy Document prepared by the Centre
 - Meet with the Centre Director to discuss the current and future state of the Centre.
 - Review the current operating budget and the reasonableness of the five-year budget and comment on any financial risks and benefits to the university over the next five years.
 - Review the adequacy of the human resources for sustaining the Centre for a further five year period

The Committee may decide to solicit feedback from Centre members and Department Chairs on the contributions of the Centre to the individual, department or university.

Appendix VI - General Guidelines for Conducting a Centre Review

The Office (Dean, Vice-President) conducting/overseeing the review should:

1. Upon receipt of notification from the Office of the Vice-President chairing the RAC/ARPC indicating the upcoming review of a Centre, contact the Centre Director to indicate that a five year review process will be taking place, and that documentation will be required for the Advisory Review Committee.

I. Documentation requested may include the following:

- i. Annual Reports
- ii. Minutes of the Advisory Board
- iii. A Five-Year Budget and Strategy
- iv. Constitution/By-Laws of Centre/Institute

2. Identify potential Advisory Review Committee candidates:

- Normally 3 to 5 members, plus administrative support
- Committee candidates may include arm's length members with little to no knowledge of the Centre/Institute under review, and those who may be members of the Centre/Institute.
- Committee should be balanced and be knowledgeable of the key areas of the Centre/Institute's research /outreach mandate

3. Issue formal invitation to Committee members

4. Upon confirmation of the Committee members, announce the review of the Centre, the members of the Committee, and request input from the UPEI community.

5. Organize the initial Committee meeting which may include:

- a. Review of the "*Centres Policy*" and the "*Procedures Governing the Establishment, Reporting and Review of Research Centres and Outreach Centres at the University of Prince Edward*"
- b. Review of the initial documentation from the Centre
- c. Review of feedback from the University Community, if an
- d. Identification of the process or actions for review, for example:
 - i. Identifying stakeholders with whom Committee may wish to meet
 - ii. Soliciting input from key individuals or Department Chair(s)
- e. Confirmation of dates for future meetings and timelines

The subsequent Committee meetings should include a presentation or Q&A with the Centre Director and discussion of further information required to complete the review

6. Draft a final report including recommendations.
7. Organize Committee sign-off on final report.
8. Ensure a report is provided to the Dean or Vice-President for review.
9. Send report to the Centre Director.
10. Send report to the RAC/ARPC for review, comment and approval. Further modification may be required and requested. Once approved, the RAC/ARPC will forward the final documentation, including its recommendation to the Senate.

Once approved, the Senate will forward the final documentation, including its recommendation to the Board of Governors. If approved, establishment and operation of the Centre will normally be approved by the Board for a period of five years.

Appendix VII - University of Prince Edward Island Centres Annual Report Template

Identification

Name of Centre/Institute:

Mailing Address:

Reporting Year: _____

Director of Centre/Institute:

Will the Director continue next year? Yes No

Alternative Centre/Institute contact:

Comments:

Notes:

When completing this report:

- 1) Add rows in the tables as necessary or append information where noted.

- 2) Indicate if financial values are based on fiscal or other year. Please ensure all values are reported by the same year type throughout the report.
 Fiscal Year Other (specify)

- 3) Activities may be reported on a fiscal or calendar year basis, and do not need to match the time frame utilized for financial reporting. The time frame for reporting of activities must, however, be consistent throughout the report and from year to year.
 Fiscal Year Calendar Year Academic Year

Summary

1. Complete the table below for the past year. (*Use data from the “Income Statement from the PAST Year” found later in this report [Centre/Institute funds only]).

Total Revenues:	\$
Total Expenditures	\$
Balance: Surplus/(Deficit)	\$

2. Complete the table below for the forthcoming year. (*Use data from the “Anticipated Budget for Forthcoming Year” found later in this report [Centre/Institute funds only]).

Expected Revenues:	\$
Expected Expenditures	\$
Expected Balance: Surplus/(Deficit)	\$

*NOTE: Provide details ONLY for Centre/Institute funding. (Do not include research grants that do not provide funds to support the Centre/Institute.)

3. Complete the table below to indicate any anticipated research /outreach project funding that will generate funds for the Centre/Institute in the forthcoming year.

	Project Title or Theme	Anticipated Total Value (Annualized)	Anticipated Funding Generated to Support the Centre/Institute	Source of Funding
Grants				
Contracts				
Other Funding Sources				

4. If you anticipate a **Deficit** in the forthcoming year, please indicate how you plan to address it.

5. For members of the Centre/Institute indicate the following for the **Past Year** (append list of items to the end of the report)**. Please attach details for each category:

Item	Quantity
Number of Centre members by category, as appropriate. (Those listed must have agreed in writing to be included as members of the Centre).	
Total value of NSERC/CIHR/SSHRC grants held by centre members that do not directly generate funds for the centre, but do generate indirect costs of research for the University.	
Number of conferences organized	
Number of lectures organized	
Number of external awards/honours	
Number of journal papers published	
Full conference papers published	
Books published	
Reports published	

** Do not double count those with two or more authors, or co-PIs, who are members of the Centre

6. Students and post-doctoral fellows (HQP) associated with the Centre/Institute over the past calendar year. Please attach details. ***

	Number
Number of RAs Supervised	
Number of PDFs Supervised	
Number of PhD Students Supervised (i.e. in progress)	
Number of PhD Students Graduated	
Number of Master Students Supervised	
Number of Master Students Graduated	
Number of Undergraduate Thesis /Capstone Project Students Supervised	
Number of Undergraduate Thesis /Capstone Project Students Graduated	
Other	

*** Do not double count co-supervised HQP

Financial Reporting

1. List all account codes under the Centre’s purview. (Note: Provide details **ONLY** for Centre funding. Do not include research or other grants that do not provide funds to support the Centre).

Account Name	Account Number

2. Income Statement from the **PAST** Year (Centre/Institute funds only).
 (Note: Provide details **ONLY** for Centre/Institute funding. Do not include research or other grants that do not provide funds to support the Centre/Institute.)

	Item	Budgeted	Actual	Percentage Variance
Revenues				
Expenditures				
	Salaries and Benefits			
	Equipment and Computer			
	Supplies			
	Travel			
	Printing			
	Repairs and Maintenance			
	Professional Fees			
	Overhead			
	Miscellaneous*			
	Total Expenditures			
Net income				

*Include other expense types as necessary

3. Financial Variance Report

Please refer to the variances reported in the “Income Statement from the PAST Year” and explain in the table below any variances greater than 20% .

Item	% Variance	Explanation
1.		
2.		
3.		

4. Anticipated Budget for Forthcoming Year (Centre/Institute funds only)

(Note: Provide details **ONLY** for Centre/Institute funding. Do not include research or other grants that do not provide funds to support the Centre/Institute.)

	Item	Budgeted
Revenues		
Expenditures		
	Salaries and Benefits	
	Equipment and Computer	
	Supplies	
	Travel	
	Printing	
	Repairs and Maintenance	
	Professional Fees	
	Overhead	
	Miscellaneous*	
	Total Expenditures	
Net income		

*Include other expense types as necessary

Current Centre Staff, Members, Projects & Board

1. Staffing (List all non-academic staff including their title, appointment date and duration of contract).

Name	Title	Appointment Dates	Contract Duration

2. Faculty members actively involved in the Centre/Institute. (List names and primary departments). Note: All people listed **MUST** have agreed in writing to be listed.

Name	Department

3. Non-faculty members and staff actively involved in the Centre/Institute including community researchers, partners, other UPEI staff not employed through the Centre, etc. (List names and primary departments or affiliations). Note: All people listed **MUST** have agreed in writing to be listed.

Name	Department/Affiliation

4. List of Projects with Funding Attributed to the Centre.

Project Name	Principal Investigator / Project Lead	Total Funding	Funding Source	Start/End Dates
1.				
2.				
3.				

5. Advisory Board (List members, their institutional affiliation and length of term).

Member	Institutional Affiliation	Term Start & End Dates

Dates of Board Meetings:

Note: Provide a copy of minutes from all Advisory Board meetings.

 Signature of Director

 Signature of Dean

 Date

 Date