

MEMORANDUM

TO: Directors, Centers & Institutes

FROM: Cathy Lebo, Assistant Provost and Director of Institutional Planning and Research
Sobha Jaishankar, Assistant Vice President, Office of Research

DATE: July 23, 2018

RE: Board of Governors Annual Reports on Centers & Institutes

The Board of Governors (BOG) requires that every Center and Institute (C/I) prepare an annual summary of expenditures and an update to the C/I directory information.

All actual and projected expenditures relating to or supporting the C/I are to be reported as well as full-time equivalent (FTE) for any faculty or staff supported by the C/I. Completed expenditure forms (two forms required) are due electronically to the Office of Institutional Planning and Research by **Friday, August 24, 2018**.

Please go to <https://ir.aa.ufl.edu/reports/-centers-and-institutes/> to enter expenditure data and update any directory information. Detailed directions are provided on the website as well as a link to the State University System (SUS) guidelines.

Expenditure data are reviewed by the Office of Institutional Planning and Research. If any discrepancies should arise, staff will contact the C/I liaison to provide clarification and documentation.

We thank you in advance for your cooperation complying with this important reporting requirement for UF.