

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 14, 2017

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 18, 2017**.

Please go to <http://www.ir.ufl.edu/oirapps/centersandinstitutes/> to enter expenditure data and update any directory information. Detailed directions are provided on the web site 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.

cc: Deans  
Associate Deans