**ANNUAL REPORT**

**For Organized Research Units**

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| **DIRECTIONS FOR ANNUAL REPORT TEMPLATE** |
| At the end of each academic year, every ORU is required to submit a report to the responsible Dean and the Vice Provost for Research.* If the ORU is in its first year, no report is required at this time.
* If the ORU provides an annual progress report to the sponsor,
	+ Complete the **first page** of the Annual Report template and attach a copy of the full Annual Report provided to the funding agency/stakeholder.
	+ The report must include: progress report, plans for next year, and significant changes.
* If the ORU **does not** have an existing Annual Report, complete **all pages** of the annual report template below.
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| Name of Organized Research Unit | Principal Investigator(s) |
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| Co-PI (s) | ORU manager/administrator |
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| Department | School/College |
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| Date of ORU inception |
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| The ORU has received central support?  |
| □ Yes □ No |
| List names of faculty involved in the ORU’s research or its activities (attach list if applicable). |
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| 1. Provide a brief progress report of the ORU in the last year. (*3 page limit*)
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| 1. Describe the plans for the ORU in the next year? (*1 page limit*)
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| 1. Describe significant changes in the last year? ( *1 page limit)*
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| 1. Provide names of graduate students and postdoctoral researchers directly contributing to and/or benefitting from the unit who: (a) are on supported by the ORU, (b) participate - through assistantships, fellowships, outreach, traineeships, or are otherwise involved in the ORUs work.
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| 1. Describe the extent of student and faculty participation from other campuses or universities.
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| 1. List publications issued during the previous year by the ORU, including books, journal articles, and reports (showing author, title, and publication source).
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| 1. Describe intellectual property and/or licensing agreements made through the Center for Commercialization (C4C) in the last year, if any. List the name of the contact from C4C.
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| 8. List the name of any non-profit or private entities that the ORU partnered with in the last year.  |
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