

Annual Report Form Calendar Year 2017

UNLV Approved Research & Service Units

DIRECTIONS: Please provide the following information about your research or service unit for the period January 1-December 31, 2017. **The deadline for submission is Friday, January 12, 2018.** The purpose of this report is to provide the University with a snapshot of the unit's activities, deliverables, and financial well-being.

Your unit will primarily be evaluated based upon the level of detail you provide in this report. Generally, units will be considered as "High Achieving," "Adequately Achieving," "Underachieving," or "Inactive," and these recommendations will be shared with the Vice President for Research and to the Executive Vice President and Provost. In some cases, directors will be invited to a follow-up meeting with the Council on Centers, Institutes, Museums, and Laboratories to clarify information.

If a particular question is not applicable to your unit or if an answer is No, please explain the reason for the "N/A" or "No" response in the appropriate box.

| | |
|--|--|
| Unit Name: | |
| Current Director: | |
| Has Director Changed Since 2016? | Yes (<i>list former director's name</i>) No |
| Director's Phone Number: | |
| Director's E-Mail: | |
| Website URL: <i>(If no website, explain why)</i> | |
| Unit Administratively Reports To: | Name: Title: |
| Principal Function(s) of this Unit: <i>(if you select more than one category, indicate percentage of effort for each)</i> | <input type="checkbox"/> Basic/Applied Research <input type="checkbox"/> Archive/Repository INCLUDE % OF EFFORT <input type="checkbox"/> Dept. Laboratory <input type="checkbox"/> Client Services / Public Service / Local Contracts <input type="checkbox"/> Policy Studies & Reports |
| Website Management Support: | UNLV Web Communications <input type="checkbox"/> Unit employee (<i>list name</i>) _____ <input type="checkbox"/> External contractor (<i>list name</i>) _____ |

| | |
|-----------|---|
| 1. | Provide the Unit's mission statement. |
| | |
| 2. | Attach a simple internal organizational chart for this Unit showing all personnel. |
| | |

| | |
|-----|---|
| 3. | <p>Provide a simple 3-year plan for this Unit (a central goal, 3-5 bulleted objectives, and bulleted activities to meet objectives).</p> <p><i>Example can be provided upon request</i></p> |
| 4. | <p>List the names and titles of directly participating faculty & staff from UNLV and/or other universities. Indicate clearly next to each name where they are employed. Indicate what relationship each person has to the Unit.</p> <p><i>Examples:</i> Dr. John Doe, UNLV, co-PI on Whatchamacallit grant Dr. Jane Smith, UC-Berkeley, project coordinator for XYZ Mr. James Q. Public, City of Las Vegas, consultant</p> |
| 5. | <p>Is the director or any other staff assigned to the Unit through a course load reduction? If yes, provide basic details on the reduction agreement.</p> |
| 6. | <p>List the names and roles of directly participating undergraduate students, graduate students, and/or postdoctoral researchers.</p> |
| 7. | <p>If you employ graduate assistants, please indicate by name if they are state-funded, grant-funded, or soft-money funded GAs. Please also list the GA's advisor.</p> <p><i>Examples:</i> Iam A. Graduate – state funded GA through Dept. of XYZ, advisor Professor A Wendy Doe – grant funded GA through NSF grant, advisor Dr. Doe John Smith – soft-money funded through endowment income, advisor Professor Zee</p> |
| 8. | <p>FOR RESEARCH UNITS: Using the categories listed below, list any scholarly activities by affiliated faculty or students accepted and/or issued in calendar year 2017 that are directly attributable to research or service conducted by the Unit. Provide standard bibliographic entries for each publication.</p> <ul style="list-style-type: none"> · Peer Reviewed · Non Peer Reviewed · Meeting/Conference Related · Pending Patents or Tech Transfer Products |
| 9. | <p>FOR SERVICE UNITS & ARCHIVES: Provide basic information about events/activities or other deliverables that were sponsored/completed by the Unit in calendar year 2017 (e.g., workshop titles and dates, number of clients served, number of oral histories conducted, number of policy briefs issued, etc.).</p> |
| 10. | <p>What impacts do the research and/or public service conducted by your Unit have outside the university?</p> |

| | |
|-----|--|
| | |
| 11. | Does the Unit issue any reports, policy briefs, reprints, and pamphlets under its name? Where applicable, list author, title, and date for each publication. |
| | |
| 12. | Was the Unit's research/activities or its employees cited or featured in any newspaper, university, or online news article(s) in 2017? |
| | |
| 13. | Please provide basic details about your Unit's budgeted account status as of December 31, 2017 (i.e., what is the current balance of funds in your university account as of that date). |
| | |
| 14. | What are the current source(s) of funding for your Unit and are those sources ongoing? How would the Unit be able to sustain its existence if current funding sources were no longer available? |
| | |
| 15. | Does your Unit have university accounts listed under its own name? If no, please explain why not. |
| | |
| 16. | Did the Unit receive any indirect cost (F&A) revenues in calendar year 2017? If yes, please provide the amount and source. |
| | |
| 17. | Did the Unit have any grants or contracts funded (or continuing) in calendar year 2017? If yes, please specify granting agency, project title, and amount funded. |
| | |
| 18. | Has the Unit applied for any new grants, contracts, or private donations that are pending for calendar year 2018? If yes, please specify granting agency, project title, and amount requested. |
| | |
| 19. | Provide an inventory of all space currently occupied by the Unit and how each space is used (e.g., office, conference room, work room, research lab). Include building locations and room numbers. <i>Example:</i> ABC-100, office, Dr. Sally Jones |
| | |
| 20. | List any data sets (whether public or proprietary) or other notable historical information that is collected or archived by the Unit. |
| | |
| 21. | OPTIONAL: In this space, provide any additional information that you deem relevant to the evaluation of the Unit's effectiveness and its overall contribution to the university's mission. |

