**Annual Report Form for a Review Year (Long Form)**

**Calendar Year 2019 (Only include data from 2019)**

**UNLV Approved Research & Service Units**

**The CCIML will be reviewing this report during spring 2020 and providing feedback.**

**DIRECTIONS:** Please provide the following information about your research or service unit for the period **January 1-December 31, 2019**. **The deadline for submission is February 28, 2020**. The purpose of this report is to provide the University with a snapshot of the unit’s structure, activities, deliverables, and financial well-being. Your unit will undergo a full Council Review in Spring 2020.

Your unit will primarily be evaluated based upon the level of detail you provide in this report, and recommendations will be shared with the Vice President for Research and Economic Development, Deans, and Executive Vice President and Provost. In some cases, directors may be invited to a follow-up meeting with the Council on Centers, Institutes, Museums, and Laboratories (CCIML) 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.

**ORGANIZATION DETAILS**

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| **Unit Name:** |  |
| **Current Director:** |  |
| **Has Director Changed Since the Last Report?** | Yes (*list former director’s name*)  No |
| **Director’s Phone Number:** |  |
| **Director’s E-Mail:** |  |
| **Website URL:**  **(*If no website, explain why*)** |  |
| **Unit Administratively Reports To:** | Name:  Title: |
| **Principal Function(s) of this Unit during the 2019 reporting period:**  *(if you select more than one category, indicate percentage of effort for each)* | **Indicate % Effort in one or more categories**  Basic/Applied Research  Archive/Repository  Dept. Laboratory  Client Services  Public/Community Services  University Services  Local Contracts\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Policy Studies & Reports  Other, brief description: |

**MISSION STATEMENT AND STRATEGIC PLAN**

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| **1.** | **Provide the Unit’s mission statement.** |
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| **2.** | **Provide a 5-year plan for the sustainability of this Unit (a central goal, 3-5 bulleted objectives, and bulleted activities to meet objectives).**  *Example can be provided upon request* |
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**ORGANIZATIONAL STRUCTURE AND ASSIGNED SPACE**

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| **3.** | **Provide an organizational chart for this Unit showing reporting lines above and below the director, including names and titles. This may be attached as a separate document; (enter below or provide an attachment).** |
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| **4.** | **Provide an inventory of all space currently occupied by the Unit, including building and room numbers. This may be attached as a separate document.** |
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**PARTICIPATING FACULTY & STUDENTS**

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| **5.** | **List the names and titles of directly participating faculty & staff from UNLV and/or other universities. This list should only include people who were active in the unit during the 2019 reporting year. Indicate clearly next to each name where they are employed. Indicate what relationship each person has to the Unit.**  *Examples*:  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 |
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| **6.** | **List the names and roles of students and/or postdoctoral researchers directly participating in the Unit’s work. How many students (undergraduate/graduate) have graduated during this reporting year?** |
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| **7.** | **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.**  *Examples*:  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 |
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**DOCUMENTED ACTIVITY IN SCHOLARSHIP, SERVICE & OUTREACH**

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| **8.** | **Using the categories listed below as a guide, list any scholarly work, service, creative activities and outreach activities by affiliated faculty or students in calendar year 2019 that are directly attributable to research or service conducted by the Unit. Provide standard bibliographic entries for scholarly publications where appropriate.**  ● Peer Reviewed  ● Non Peer Reviewed  ● Meeting/Conference Related Publications  ● Pending Patents or Tech Transfer Products  ● Policy Briefs  ● Publicly Issued Reports and/or Journals  ● Reprints  ● Pamphlets  ● Public Events / Tours / Conferences Held  ● Oral Histories Produced/Collected  ● Other Deliverables |
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| **9.** | **What impacts do the scholarly and public service activities conducted by your Unit have outside the university?** |
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| **10.** | **List any data sets (whether public or proprietary) or other notable historical information that is collected or archived by the Unit.** |
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| **11.** | **Was the Unit’s research/activities or its employees cited or featured in any newspaper, university, or online news article(s) in 2019? Did the Unit seek out opportunities for press?** |
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**GRANTS AND CONTRACTS / PRIVATE DONORS**

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| **12.** | **Did the Unit receive any private donations and/or have any grants or contracts funded (or continuing) in calendar year 2019? If yes, please specify donor, agency, project title, and amount funded.** |
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| **13.** | **Has the Unit applied for any new grants, contracts, or private donations in calendar year 2019 that are pending? If yes, please specify granting agency, project title, and amount requested.** |
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**FINANCIAL SUSTAINABILITY**

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| **14.** | **Please provide a balance sheet or Workday summary for the Unit’s finances for the year ending December 31, 2019.** |
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| **15.** | **What are the primary 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?** |
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| **16.** | **If not already documented under #14 above, did the Unit receive any indirect cost (F&A) revenues in calendar year 2019? If yes, please provide the amount and source.** |
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**ADDITIONAL INFORMATION**

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| **17.** | **In this section, please respond to any comments/suggestions provided during the Unit’s last review. If you need a copy of the most recent feedback memo, contact Abigail Wood at 5-1828.** |
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| **18.** | **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.** |
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