**Annual Report Form (Short Form)**

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

**UNLV Approved Research & Service Units**

**All Units are required to submit a report each year, but your unit will not undergo a formal review this year. This report will be used at your next formal review.**

**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 activities, deliverables, and financial sustainability.

Your unit is not scheduled for a formal review for this calendar year. However, all units are now required to submit a report each year. Since this is a non-review year, only this short-form report will be required for this calendar year.

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?** | \_\_\_ No  Yes (*list former director’s name*) |
| **Director’s Phone Number:** |  |
| **Director’s E-Mail:** |  |
| **Website URL:** |  |
| **Unit Administratively Reports To:** | Name:  Title: |

**PARTICIPATING FACULTY & STUDENTS**

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| **1.** | **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 calendar year. Indicate 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 |
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| **2.** | **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?** |
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| **3.** | **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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| **4.** | **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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**GRANTS AND CONTRACTS / PRIVATE DONORS**

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| **5.** | **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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| **6.** | **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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| **7.** | **Please provide a balance sheet or Workday financial summary for the Unit’s finances for the year ending December 31, 2019.** |
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| **8.** | **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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| **9.** | **If not already documented under #7 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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| **10.** | **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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| **11.** | **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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