

**Stephen F. Austin State University  
Annual Report for Recognized Centers, Institutes, and Specialized Testing  
or Service Laboratories**

**Name of Center:**

**Year of Report:**

**Director's Name:**

**Physical Location:**

**E-mail Address:**

**SFA P.O. Box:**

**Phone:**

**Center's Web Address:**

**Mission Statement:**

**New**

**Revised**

**Unchanged**

**Goals, Objectives, and Related Achievements for the Reporting Year:**

**Goals, Objectives, and Expected Outcomes for the Upcoming Year:**

**Changes in Center Organization and/or Faculty/Staff, if any:**

**Concerns or Obstacles:**

**Special Needs or Requests:**

## **Annual Assessment**

### Annual Reporting

A center will prepare an annual report for the dean of their respective colleges or to a Vice President, as appropriate. A common template for reporting is provided for consistency, although department chairs/colleges may add to the template to meet individual needs. For example, a financial statement may be required.

### Inventory and Website

Each center will provide annual updates to the Office of Research and Sponsored Programs (ORSP), as needed, to ensure that the center inventory and website is up-to-date. This may be in the form of the annual report described above, or in another format developed by ORSP.

## **Required Periodic Reapplication and Center Dissolution**

A center will be disbanded within five years of the fiscal year in which it received initial approval unless a request for review and continuation is submitted. This request will be made no less frequently than five years to the appropriate administrative unit (department, college, or university) within a timetable established by the administrative unit.

The review process will include, at a minimum, criteria that assess the effectiveness of the center in meeting its mission and objectives, including obtaining external or internal funding and/or the level of activity of the center.

Decisions to continue or dissolve a center will be documented on a Recommendation to Establish, Continue, or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory form that when completed is submitted to the Office of Research and Sponsored Programs for recording.