Schedule A

Name of Research Centre or Institute

The following information should be contained within the report. Please indicate all pages where the information can be found.

<table>
<thead>
<tr>
<th>Expectation of centre/institute</th>
<th>page number</th>
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<tbody>
<tr>
<td>Have clearly identified goals and objectives</td>
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<td>Have some degree of permanence, transcending collaboration on a particular, limited project</td>
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<td>Bring together scholars from different disciplines and/or areas of specialization within a particular discipline</td>
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<td>Maintain high levels of research productivity</td>
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<td>Foster the training of future researchers, especially in regard to research skills</td>
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<td>Attract post-doctoral fellows, visiting professors, and other scholars</td>
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<tr>
<td>Cooperate with scholars at other universities and/or institutions</td>
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<tr>
<td>Seek external funding in order to operate on a cost recovery basis.</td>
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Please note: this template does not replace the policy: Research Centres, Institutes and Groups. It will be necessary to refer to the policy for specific details.
Research Centres/Institutes Review Submission Template

Section 1: General background

Length: 1-2 pages

1.1. Provide a brief history of the centre/institute including:
   1.1.1. When it was established
   1.1.2. Why was it established (can be taken from original proposal) include a rationale for continuance
   1.1.3. Where it is located

1.2. Provide information on:
   1.2.1. The advisory body/board including the role and participants
   1.2.2. The funding sources including types and amounts

Section 2: Mission and Objectives

Length: 1 page

2.1. Provide in point form, the mission and objectives of the centre/institute
2.2. How have objectives been achieved? Can refer to the following sections rather than re-write
   2.2.1. eg. goal: Provide training to graduate students. See section 4 of report

2.3. If objectives have changed, provide reasons why and provide new objectives.

Section 3: Research Accomplishments

Length: 2 pages

3.1. Summarize numbers and types of publications/presentations. Provide a list of all publications/presentations in Appendix I
3.2. Summarize funds received. Provide list of funds received, including researcher, fund type, and amount received in Appendix II
3.3. List initiatives promoting research collaboration
3.4. List research promotion eg. Visiting scholars, conferences, workshops

Section 4: Training Accomplishments

Length: 1-2 pages

4.1. Summary of the number of undergraduate, masters, and PhD students, and other trainees (e.g. Post-doctoral fellowships, research fellows)
4.2. Discuss any unique training situations
Section 5: Research Dissemination & Service

Length: 1-2 pages

5.1. Discuss how research has been disseminated
5.2. Discuss how the centre/institute has provided service
5.3. How has the centre/institute impacted programs and policies

Section 6: Current Membership

Length: will vary depending on membership numbers

6.1. Provide a list of the names of members and research associates, including their affiliation (department, faculty, or name of outside organization)
6.2. Provide name of Director and the reporting structure (who director reports to: position and faculty)

Section 7: Five-year Plan

Length: 3-5 pages

7.1. Discuss the future research direction and development strategies for the centre/institute
7.2. Include and discuss the budget

Section 8: External Reviewers

Length: ½ page

8.1. List names of at least three persons who could do an external review

Appendix I: Knowledge Transfer

Can include: Publications, Presentations, or other appropriate forms of knowledge transfer

Appendix II: Funds Received

Appendix III: Financial Statements

Appendix IV: Letters of Support