

## 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.

<b>Expectation of centre/institute</b>	<b>page number</b>
Have clearly identified goals and objectives	
Have some degree of permanence, transcending collaboration on a particular, limited project	
Bring together scholars from different disciplines and/or areas of specialization within a particular discipline	
Maintain high levels of research productivity	
Foster the training of future researchers, especially in regard to research skills	
Attract post-doctoral fellows, visiting professors, and other scholars	
Cooperate with scholars at other universities and/or institutions	
Seek external funding in order to operate on a cost recovery basis.	

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**