

Schedule A

(Overall suggested length 7 – 15 pages)

Name of Research Centre or Institute

Research Centres/Institutes 5-year Review Submission Template

Section 1: General background

1.1 Provide a brief history of the centre/institute, including:

1.1.1 When and why it was established

1.1.2 Where it is located

1.1.3 The mission and objectives of the centre/institute (highlight any changes)

Section 2: Governance, Personnel and Affiliations

2.1 Briefly describe the governance structure, including procedures for onboarding and offboarding of members

2.2 Provide information (name, affiliation) on various types of membership, including:

2.2.1 Executive positions

2.2.2 Advisory body/board

2.2.3 Staff and others working directly for the centre/institute (research assistants, research associates, post doctoral fellows, etc.)

2.2.4 General membership (for large memberships, a summary table can be provided, with a complete list in the appendices)

2.2.5 In a table, summarize overall student membership, categorizing by home department, graduate program etc. as appropriate

(Only include students who are directly affiliated with centre/institute. This is not intended to be a list of all faculty members' students.)

2.3 Major affiliations with other institutions and/or community partners

2.4 Highlight benefits that various levels of membership receive through affiliation with the centre/institute, including the role the centre/institute plays in bringing together scholars from different disciplines and areas of specialization

2.5 Discuss any challenges that the centre/institute has faced over the past 5 years

2.6 Discuss how the centre/institute has incorporated equity, diversity, and inclusion in its membership and activities

2.7 Discuss how the centre/institute has incorporated the Truth and Reconciliation Commission of Canada's [calls to action](#) within its activities

Section 3: Research

Address tangible research activities that have been facilitated by the centre/institute. This should not include research activities that would have occurred without the centre/institute's involvement. This is not meant to be a list of all publications and presentations by all members. Focus on impact.

- 3.1 Discuss how the centre/institute has facilitated research transformation (i.e., dissemination, knowledge mobilization/translation/exchange)
- 3.2 How has the centre/institute impacted programs and policies (both within and outside UM)
- 3.3 Highlight impact of the top three transformative publications, presentations, or contributions, how they were facilitated by the centre/institute, and the impact that they had. This may be used for promotional material (i.e. UMToday, social media, etc.)
- 3.4 List initiatives facilitating research collaboration
- 3.5 List research promotion initiatives (e.g., Visiting scholars, conferences, workshops)
- 3.6 Other activities that the centre/institute wishes to highlight

Section 4: Training

- 4.1 Discuss training and mentorship activities facilitated by the centre/institute
- 4.2 Discuss any other professional development, continuing education, and training opportunities that the centre/institute provides

Section 5: Five-year plan

- 5.1 Discuss the future research direction and development strategies for the centre/institute
- 5.2 Note alignment of future plans with the University of Manitoba Strategic Plan, and associated faculty or faculties' plans (as relevant)
- 5.3 Candidly discuss any expected challenges that may be faced in the next 5 years
- 5.4 Discuss how the centre/institute plans to incorporate equity, diversity, and inclusion in its membership and activities
- 5.5 Discuss how your centre/institute plans to incorporate the Truth and Reconciliation Commission of Canada's [calls to action](#) within its activities

Section 6: Finances

- 6.1 Summarize the centre/institute finances from the past 5 years
- 6.2 Summarize the finances associated with the upcoming 5-year plan

Appendix 1: Letters of support (from Departments, Deans, industry, community partners, students, research affiliates, etc. Consider limiting the number of support letters to 5. Letters should confirm impact of the Centre/Institute)

Appendix 2: Suggested External Reviewers (at least 3 people)

Appendix 3: Compilation of Dean(s) Reports on Centre/Institute Annual Reports