

**RESEARCH UNITS AND CENTRES**

**Annual Report Template**

Please refer to the University of Auckland Policy on Research Units, Centres and Institutes for more information on reporting and accountability requirements (clause 2.5). A copy of this policy is available from the University Policy Register.

**Section 1a - IDENTIFICATION INFORMATION:**

|  |  |
| --- | --- |
| Title of Unit or Centre: |  |
| Name of Director: |  |
| Name of Deputy Director: |  |

**Section 1b – ENDORSEMENT OF REPORT:**

|  |  |
| --- | --- |
| Signatures: | *Please sign in appropriate space below* |
| **Director**(Required for all Units/Centres) |  |
| **Head of Department**(Required only for Department/School Units) |  |
| **Dean**(Required for Faculty/University Centres) |  |

**Section 2 – ADVISORY BOARDS AND MEETING DATES:**

|  |  |
| --- | --- |
| Names of Oversight Advisory Board members (for Faculty and University Centres that have Oversight Boards) |  |
| Names of Expert Advisory Board members (for Faculty and University Centres that have Expert Advisory Boards) |  |
| Names of Management Committee Members (for University and Faculty Centres) |  |
| Dates of advisory board and management committee meetings that took place during the year |  |

**Section 3 – PARTICIPATING MEMBERS AND EMPLOYEES/STUDENTS:**

|  |  |
| --- | --- |
| Names and Departments of participating members |  |
| List names, positions, and FTEs of all staff employed and postgraduate students involved in the Unit or Centre  |  |

**Section 4 – INTRODUCTION:**

|  |  |
| --- | --- |
| Provide here a brief introduction to the report (maximum of 300 words) |  |

**Section 5 – AIMS, GOALS AND FUTURE PLANS:**

|  |  |
| --- | --- |
| **a. General Aims:**Briefly describe the general aims (plans and objectives/goals) of the unit or centre. Identify how they address the University and Faculty Strategic Plan. |  |
| **b. Goals for Reporting Year:**Describe the specific goals for the reporting year.  |  |
| **c. Plans for Upcoming Year:**Outline the plans for the next year. Identify any resource implications. |  |

**Section 6 –MAJOR ACHIEVEMENTS AND OTHER NOTABLE ACTIVITIES:**

|  |  |
| --- | --- |
| Report against the specific goals listed in 5b above |  |
| Summary of major developments and achievements. Identify how these activities contribute to the research capability of the department or faculty (beyond what would be achieved through the activities of the individual members). Please provide greater detail for anything noteworthy that may give useful publicity to the University |  |
| Comment on any co-operative commercial activities, research with other University or Government laboratories or research groups |  |
| Comment on any courses given or workshops and seminars held |  |

**Section 7 - Reviews**

|  |  |
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| **Date of last review** |  |
| **Review Recommendations**List the recommendations of the review and give an update of progress on addressing the recommendations. |  |

**Section 8 – FINANCIAL REPORT**

|  |  |
| --- | --- |
| State whether the Unit or Centre has its own Activity Centre/s and list the Activity Centre/s being used |  |
| State sources of funding, for example, from research funds from outside bodies, from the Department or Faculty, or other |  |
| List any significant resource allocation decisions taken by the Oversight Board during this reporting year (if applicable) |  |
| Include a statement of financial performance (contact Faculty Accountant for assistance), or give a clear explanation of the reasons if there has been no financial activity |  |

**Section 9 – RESEARCH OUTPUTS**

|  |  |
| --- | --- |
| Include a list of publications and other research outputs |  |

**Please forward your report to your Head of Department or Faculty Office for endorsement (Section 1B above). Note: Annual Reports to be submitted to Research Committee must reach the Research Office by 28 February.**