

**Research Centres/Institutes' Annual Report
Office of the Vice-President, Research (OVPR)**

PART 1. GENERAL INFORMATION

1 – INFORMATION ABOUT THE RESEARCH CENTRE/INSTITUTE			
Reporting period [mm/yyyy]	FROM	TO	
Name of Centre/Institute			
Date of creation		Date of last external evaluation (if applicable)	
Website (URL address)			
Faculties affiliated to the Centre or Institute	FACULTIES	Place an X where relevant	
		Faculties providing cash and/or in-kind contribution	Faculties represented by active members
	Arts		
	Civil Law		
	Common Law		
	Education		
	Engineering		
	Health Sciences		
	Medicine		
	Science		
	Social Sciences		
	Telfer School of Management		

2 – DIRECTOR'S CONTACT INFORMATION	
Name of the director	
Academic title(s) (professor, chair, etc.)	
Main affiliation (department, faculty)	
Email address	

3 – NUMBER OF ACTIVE MEMBERS OF THE CENTRE/INSTITUTE (See "Appendix B. Membership Categories for a Research Centre or Institute") <i>Place an X to the left of all relevant categories and provide an approximate number of active individuals during the year reported.</i>	
<input type="checkbox"/>	Principal researchers – How many?
<input type="checkbox"/>	Affiliated researchers – How many?
<input type="checkbox"/>	Visiting researchers – How many?
<input type="checkbox"/>	Postdoctoral fellows – How many?
<input type="checkbox"/>	Graduate students – How many?
<input type="checkbox"/>	Undergraduate students – How many?
<input type="checkbox"/>	Research staff (research associates, research assistants, technicians, etc.) – How many?
<input type="checkbox"/>	Other staff (administrative assistants, communication officers, etc.) – How many?
<input type="checkbox"/>	Other Partners – How many?

INSTRUCTION: Please send the completed report to the Office of the Vice-President, Research (innovation@uottawa.ca) by April 1st of each year.

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PART 2. PAST YEAR ACTIVITIES AND COMING YEAR STRATEGY

4 – GLOBAL RESEARCH EXCELLENCE (maximum ~3/4 pages)	
Briefly describe the mandate of the Centre/Institute (mission/vision/objectives) and explain how the Centre/Institute helped advance its strengths on the global stage in terms of research excellence in the <u>past year</u> . Provide examples of metrics/performance indicators used to measure the impact of the Centre/Institute (e.g. public studies, white papers, impact on policies, patents, start-ups, etc.).	
Mandate (vision/mission/objectives)	
Metrics/performance indicators as related to the disciplines/research areas	
<i>[write here – max ~3/4 pages]</i>	

5 – KNOWLEDGE TRANSFER AND/OR KNOWLEDGE MOBILIZATION (maximum ~3/4 pages)	
a) Please identify the Centre/Institute's top achievements/activities over this <u>past year</u> to support knowledge transfer and/or knowledge mobilization (<i>maximum of 5</i>).	
1.	
2.	
3.	
4.	
5.	
b) Briefly describe your strategy for the <u>coming year</u> to support knowledge transfer and/or knowledge mobilization.	
<i>[write here – max ~3/4 pages]</i>	

6 – PROPOSAL DEVELOPMENT AND/OR ESTABLISHMENT OF NEW PARTNERSHIPS (maximum ~3/4 pages)	
a) Please identify the Centre/Institute's top achievements/activities over this <u>past year</u> to support proposal development and/or the establishment of new partnerships (<i>maximum of 5</i>).	
1.	
2.	
3.	
4.	
5.	
b) Briefly describe your strategy for the <u>coming year</u> to support the development of proposals and/or the establishments of new partnerships.	
<i>[write here – max ~3/4 pages]</i>	

7 – TRAINING AND/OR MENTORING OF STUDENTS (maximum ~3/4 pages)	
a) Please identify the Centre/Institute's top achievements/activities over this <u>past year</u> to support the training and/or mentoring of students (<i>maximum of 5</i>).	
1.	
2.	
3.	
4.	
5.	
b) Briefly describe your strategy for the <u>coming year</u> to support training and/or mentoring of students.	
<i>[write here – max ~3/4 pages]</i>	

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8 – OTHER (if applicable)

Please provide any additional information describing activities, if not mentioned in the previous sections, that took place in the past year and/or will be undertaken in the coming year (e.g. international exchanges/agreements, academic or professional courses/programs, summer schools, emerging partnerships, fundraising).

[write here – max ~3/4 pages]

PART 3. LEVERAGING STRATEGY AND BUDGET

9 – FINANCIAL SUSTAINABILITY

a) Please provide a high-level plan for the following year on how the Centre/Institute will leverage contributions from the University (cash/in-kind), including from the OVPR, to sustain or expand its activities and support of its faculty members? (NOTE: If applicable, please provide a confirmation from the faculty for its continuing support toward the Centre or Institute. Specify the amount of the contribution. An email from each supporting faculty is sufficient. Please only include \$\$ from researchers' individual research grants that are specifically devoted to Centre or Institute activities. **(Do not include the revenues and expenditures of core facilities.) – USE THE EXCEL TEMPLATE TO PROVIDE THE DETAILED BUDGET (forecast and actuals as applicable).**

[write here]

b) Are you carrying a net surplus or deficit in your operating budget? Please explain your strategy for covering the deficit or utilizing the surplus.

[write here]

PART 4. CHALLENGES AND SUGGESTIONS (optional)

Use this section to describe any challenges that the Centre/Institute has experienced this year and outline the steps taken to resolve the issue(s) and/or the plan to move forward.

[write here]

Use this section to suggest improvements in the support provided by the University of Ottawa (OVPR, faculties) to centres/institutes.

[write here]