

Annual Report Guidelines

Each Center or Institute will submit an annual report to the Vice President for Research at the end of each academic year. The annual report should summarize the activities of the Center/Institute for the past year, and address the mission of the unit. Updates or modifications of the Center/Institute strategic plan (Section 7 of the [Procedures for Establishment and Review of Michigan Tech Research Centers and Institutes](#)) should accompany the annual report.

The following should be including in the annual report to the Vice President for Research. Reports will all be different based upon each Center/Institutes activity.

- Summarize the past years activities
- Address the mission of the Center/Institute
- Outline IRAD fund use
- Accomplishments during the past year
- Space and Facilities Requirements
- Future plans/goals