

**University Institutes and Centers
Periodic Review and Reauthorization
Self-Study Report Sample Outline**

1. Background

a. Mission Statement

b. Purpose

- i. Describe academic, research, core facility, and/or engagement purpose.
- ii. Describe how it supports the University's larger mission and goals (e.g. Never Settle, Inclusive Excellence, etc.)
- iii. Describe the overall breadth of scholarly contributions including generation of knowledge, exemplary practice, or creative performance.
- iv. Describe how the institute/center distinguishes itself from other university/college/department units.
- v. Describe how it distinguishes itself as one of the top institutes/centers in the country.

c. Administrative Structure

Describe the institute/center organizational leadership, support staff, faculty, members, external partners, advisory board, and other stakeholders. Attach an organizational chart in appendix.

d. Facilities and Equipment

e. Major Accomplishments

Provide an appraisal of the five most significant accomplishments to advance the interdisciplinary area. Other significant activities can be outlined in an appendix.

f. External Funding Activities

Provide a table of active grants, contracts, and/or donor support directly attributable to the institute/center for the last five years. List PI names, funding sources, amount, title, and funding period. Show research expenditures related to the institute/center by fiscal year for each year for the past five years.

g. Budget

Provide a table of comprehensive funding – institutional, sponsored, philanthropic – and general categories of expenditures for the last five years.

2. Accomplishments in the Past Performance Period

a. Goals

List the major goals for the previous period. Include any recommendations and actions taken from the previous periodic review and attach previous review summary report as applicable.

b. Metrics

Describe 3-5 key metrics that defined success towards these goals.

c. Research

- i. Describe 3-5 actions the institute/center took to increase research and achieve their goals using the above key metrics.
- ii. Describe the successes, challenges, lessons learned, and outcomes from these actions.

d. Engagement and Outreach

- i. Describe 3-5 actions the institute/center took to increase public engagement/outreach and achieve their goals using the above key metrics.
- ii. Describe the successes, challenges, lessons learned, and outcomes from these actions.

e. Other

- i. Describe accomplishments relative to goals not related to research or engagement using the above framework.



3. Strategy for Success in the Next Performance Period

- a. State the major goals for the next five years. Include how these goals relate to the past outcomes of the institute/center and the opportunities ahead.

- b. Describe the strategies, tactics, actions, and barriers to achieve these goals.

- c. Describe the major opportunities in federal agency, industry, and philanthropic funding in the next five years to expand research and engagement in the areas related to the core mission of the institute/center.

- d. Describe the opportunities for federal agency, industry, and philanthropic funding aligned with the mission of the institute/center for which its faculty/members are unable to currently compete successfully. List 2-3 steps that could be taken by UA leadership in colleges, departments, or centrally (i.e. ORD, Provost's Office) that would enable success.

