**Appendix B**

**Internal UNSW Centres/Institutes**

**Annual Report Form**

(Should be filled in as per instructions outlined in UNSW Centres and Institutes Procedure.)

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| **1.** | **INSTRUCTIONS AND CHECKLIST (see Section 4 of the Procedure)** |
| **Annual Report Form to include following** | |
|  | List of centre and institute research outputs\* |
|  | List of grants and contracts info. - generated by Research Grants & Contracts Office (RGC)\* |
|  | Detailed Financial Report attachment – *must be certified (signed and dated) by the faculty’s Finance Business Partner* |
| \* These reports will not be generated for an internal centre/institute until the transitional period (as per Section 9 of the UNSW Centres and Institutes Procedure) is completed, i.e., when reviews are completed and business-as-usual practice has commenced. | |
| **Instructions for submitting Annual Report Form** | |
|  | Approval by the Presiding Dean or the Chair of the Steering Committee |
|  | Submit signed form and attachments **to the faculty** for review. The faculty will contact PVCR if there are substantial changes to KPIs, governance, or other key areas.  UNSW Futures Institutes submit to UNSW Futures operations team (to [futures@unsw.edu.au](mailto:futures@unsw.edu.au)). |

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| **2.** | **CENTRE/INSTITUTE INFORMATION** | |
| **2.1** | **Name of centre/institute (and acronym/abbreviation, if any)** | |
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| **2.2** | **Presiding Faculty** |  |
| **2.3** | **Name of Director** |  |
| **2.4** | **Dates of Reporting Period** |  |

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| **2.5** | | **List areas in which this centre/institute has been asked to show progress in its Annual Report (i.e., in this form)**. | | |
| **2.6** | | **Confirmation of name by the Legal Office** | | |
|  | | **a)** Do you propose to change the current name of the centre/institute? | | |
|  | | Yes. Please specify the proposed new name in full:  **Name:**  **Acronym:** | | No – retaining the current name and acronym indicated in section 2.1. |
|  | | **b)** Has the current name of the centre/institute ***OR*** the new name, if you propose to change it, been discussed with Division of External Engagement ***AND*** the Legal Office has provided a **brand risk report** (formerly called ‘brand/name clearance’)? | | |
|  | | Yes | No (*Contact Div. External Engagement in the first instance & the Legal Office on Ext 53606 or* [*legaloffice@unsw.edu.au*](mailto:legaloffice@unsw.edu.au)*.*) | |
|  | | **c) If YES above, please select all items that apply to indicate the status of this work:**  (Mandatory)  Business name registration completed.  In progress.  (Recommended)  Trademark registration of name and/or logo(s) completed.  In progress.  (Mandatory)  Domain name(s) registration completed.  In progress.  Note: The Legal Office does not register domain names. | | |
| **3.** | **REPORT ON ANY CHANGES IN STRUCTURE OR OPERATIONS** | | | |
| **3.1** | **Changes in the governance and/or leadership/management/academic team (include position/s, name/s, and date of change/s)** | | | |
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| **3.2** | **Changes in the program of work and/or KPIs** | | | |
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| **3.3** | **Changes in resources** | | | |
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| **3.4** | **Other changes** | | | |
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| **4.** | **KEY DEVELOPMENTS AND OVERALL SUMMARY (Maximum 150 words)** | | | |
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| **5.** | **KEY PERFORMANCE INDICATORS (KPIs) progress** | | | |

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|  | **Has the centre/institute achieved some or all of its KPIs over the year?**  ***(Copy and paste one of the traffic light symbols below into the Self-assessment column for each KPI to specify progress).*** | |
|  |  | KPI has been achieved |
|  |  | KPI has been partially achieved (> 75% of the set target) |
|  |  | KPI has not been achieved |

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|  | **Progress on KPIs and self-assessment table. Use lists of outputs and external research income (grants and contracts).**  **Use the column for the relevant year after the first formal review under the Procedure (e.g., Year 1, Year 2, Year 3, etc.) from your final Renewal form to populate the ‘Planned’ column.** |

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|  |  | **Achieved** | **Planned** | **Comment** | **Self-assessment** |
| **5.1** | **Research Outputs** |  |  |  |  |
|  | * Books |  |  |  |  |
|  | * Book Chapters |  |  |  |  |
|  | * Q1 Journal Articles |  |  |  |  |
|  | * Other Journal Articles |  |  |  |  |
|  | * Other |  |  |  |  |
| **5.2** | **Research Income** | | | | |
|  | * CAT 1 |  |  |  |  |
|  | * CAT 2-4 |  |  |  |  |
| **5.3** | **Other Income (specify type and source)** | | | | |
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| **5.4** | **Educational activity – list the activities relevant to the year of reporting** | | | | **Self-assessment** |
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| **5.5** | **Engagement – list the activities relevant to the year of reporting** | | | | **Self-assessment** |
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| **5.6** | **Other – list activities relevant to the year of reporting** | | | | **Self-assessment** |
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| **6.** | **ENGAGEMENT WITH END-USERS** | |
| **6.1** | **Brief summary of key activities and progress on interactions between the centre/institute and end-users outside of academia (only in the past year), for the mutually-beneficial transfer of knowledge (maximum length: half a page).** | |
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| **7** | **IMPACT** | |
| **7.1** | **Brief summary and progress on the contribution that the centre/institute has made to the economy, society, environment, or culture beyond its contribution to academic research.**  ***Report on evidence (that occurred only in the past year) of the impact of centre/institute outcomes that have been delivered over the past 10 years* (maximum length: half a page).** | |
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| **8.** | **APPROVALS** | |
| **8.1** | **Centre/Institute Director** | |
|  | *Name:* | *Title:* |
|  | *Signature:* | *Date:* |

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| **8.2** | *(If this is the annual report for a centre under a Futures Institute, then the signature of the Futures Institute’s director is required.*)  **Presiding Dean for Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or  Chair of the Steering Committee, or   Director of Futures Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | *Name:* | *Title:* |
|  | *Signature:* | *Date:* |

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| **8.3** | *(Complete if relevant and different from 8.2.)*  **Presiding Dean for Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or   Director of Futures Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
|  | *Name:* | *Title:* |
|  | *Signature:* | *Date:* |

Version 2.3 – 14/05/21

**IMPORTANT:** Ensure that the detailed Financial Report attached to this Annual Report form is certified (signed and dated) by the faculty’s Finance Business Partner.