**Appendix C**

**Internal UNSW Centres/Institutes**

**Review Form**

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

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| **1.** | **PROCESS (see Section 4.2 of the Procedure)** |
| **a)** | Centres/institutes will be reviewed at the end of their approved mandate against agreed KPIs.  |
| **b)** | Centres/institutes will be required to submit this form at least 2 weeks in advance of the review date. |
| **c)** | Centres/institutes will also be required to submit a Renewal Form if they wish to continue to operate after their review. |
| **Instructions for submitting Review Form**  |
| [ ]  | Approval by the Chair of the Steering Committee or the Presiding Dean (depending on the governance) |
| [ ]  | Signed form and attachments to be submitted by the Presiding Faculty to the Office of the PVCR. UNSW Futures Institutes should submit this form to the UNSW Futures operations team (to futures@unsw.edu.au).  |
| **Other reports to be provided by centre/institute**  |
| [ ]  | Annual Reports since establishment or last renewal |
| [ ]  | 10-20-page report from centre/institute on program delivery and KPIs |
| **2.** | **BASIC CENTRE INFORMATION** |
| **2.1** | **Name of centre/institute (and abbreviation/acronym, if any)** |
|  |  |
| **2.2** | **Type of Centre** | **Type of Institute**  |
|  | [ ]  | Research  | [ ]  | Research  |
|  | [ ]  | Community | [ ]  | Community |
| **2.3** | **Presiding Faculty** |
|  |  |
| **2.4** | **Is the centre/institute formally associated with other faculties (i.e., ‘involved’ faculties)?**  |
|  | [ ]  None  |
|  | [ ]  yes *(please list faculties)* |  |
|  |  |  |
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| **3.** | **REVIEW INFORMATION** |
| **3.1** | **Date of Review** | **Location of Review** |
|  |  |  |
| **3.2** | **Review Panel** |
|  | ***Name of Panel Member*** | ***Role*** |
|  |  |  |
|  |  |  |
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|  |  |  |
| **3.3** | **Will the panel conduct a site visit (e.g., centre/institute offices, laboratories, etc.)?** |
|  | [ ]  No  |
|  | [ ]  Yes (*please specify)* |

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| **4.** | **SUMMARY OF MAIN ACHIEVEMENTS (200 words)** |
|  |  |
| **5.** | **VISION AND SCOPE** |
| **5.1**  | **Has the vision and scope changed since the centre/institute was established or renewed?** |
|  | [ ]  No |
|  | [ ]  Yes *(explain why and how)* |
| **6.** | **GOVERNANCE, MANAGEMENT TEAM, LEADERSHIP TEAM** |
| **6.1** | **Have any members of the governance, management, or leadership team changed since the centre/institute was established?** |
|  | [ ]  No |
|  | [ ]  Yes | **Name (departed/appointed – please indicate in chronological order)** |
|  |  |  |
|  |  |  |
|  |  |  |
| **7.**  | **KEY PERFORMANCE INDICATORS (KPIs)**  |
| **7.1** | **Duration of Mandate (i.e., mandated period of operation completed)** |
|  | [ ]  3 Years | [ ]  5 Years | [ ]  7 Years |
| **7.2**  | **Has the centre/institute achieved some or all its KPIs?*****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 |
|  | **Progress on KPIs and self-assessment table. For review after the transitional period, use the RSO-/RGC-generated lists of outputs and research income (grants and contracts).**  |
|  |  | **Achieved** | **Planned** | **Comment**  | **Self-assessment** |
| **7.3** | **Research Outputs** |  |  |  |  |
|  | Books |  |  |  |  |
|  | Book Chapters |  |  |  |  |
|  | Q1 Journal Articles |  |  |  |  |
|  | Other Journal Articles |  |  |  |  |
|  | Other |  |  |  |  |
| **7.4** | **Research Income** |  |  |  |  |
|  | CAT 1 |  |  |  |  |
|  | CAT 2-4 |  |  |  |  |
| **7.5** | **Other Income (specify type and source)** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **7.6** | **Educational activities - list the activities** | **Self-assessment** |
|  |  |  |
|  |  |  |
| **7.7** | **Engagement - list the activities** | **Self-assessment** |
|  |  |  |
|  |  |  |
|  |  |  |
| **7.8** | **Other - list activities**  | **Self-assessment** |
|  |  |  |
|  |  |  |
| **8.** | **ENGAGEMENT WITH END-USERS** |
|  | **Summary of key activities and progress on interaction between the centre/institute and end-users outside of academia, for the mutually beneficial transfer of knowledge (max.: 1 page).** |
|  |  |
| **9.** | **IMPACT**  |
|  | **Summary and progress on the contribution that the centre/institute has made to the economy, society, environment, and/or culture beyond its contribution to academic research and education.*****Report on evidence of the impact of centre/institute outcomes that has been delivered over the course of the mandate* (maximum length: 1 page).** |
|  |  |
| **10.** | **FINANCIAL REPORT** |
|  | **Provide a summary of the centre’s/institute’s financial reports over the mandated period.*****Note: Refer to the Financial Plan in the Establishment or Renewal Form completed previously.***  |
| **10.1** | **Revenue** | **\*Planned over mandate** | **Achieved over mandate** | **Comment** |
|  | External Revenue |  |  |  |
|  | * { }
 |  |  |  |
|  | * { }
 |  |  |  |
|  | * { }
 |  |  |  |
|  | Faculty Contributions |  |  |  |
|  | UNSW Central Contributions |  |  |  |
|  | **Total Revenue** |  |  |  |
|  |  |  |  |  |
|  | **Costs** |  |  |  |
|  | People Costs |  |  |  |
|  | Consumables |  |  |  |
|  | Travel |  |  |  |
|  | Marketing |  |  |  |
|  | Other Expenses |  |  |  |
|  | Contract Research Overheads |  |  |  |
|  | Internal Expenses |  |  |  |
|  | **Total Costs** |  |  |  |
|  |  |  |  |  |
|  | **Operating result**  |  |  |  |
|  | **Opening balance: surplus(deficit)**  |  |  |  |
|  | **Closing balance: surplus(deficit)** |  |  |  |
| **11.** | **MARKETING AND COMMUNICATION**  |
| **11.1** | **Report activities against the original marketing and communications objectives of the centre/institute.** |
|  |  |
| **11.2** | **List any additional activities undertaken over the mandated period of operation.** |
|  |  |
| **11**.**3** | **List digital and social media handles/channels in use.** |
|  |  |

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| **12.** | **APPROVALS**  |
| **12.1**  | **Centre/Institute Director** |
|  | *Name:*  | *Title:* |
|  | *Signature:*  | *Date:*  |

|  |  |
| --- | --- |
| **12.2**  | *(If this approval relates to 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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| **12.3**  | *(Complete if relevant and different from 12.2.)*[ ]  **Presiding Dean for Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or** [ ]  **Director of Futures Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | *Name:*  | *Title:* |
|  | *Signature:*  | *Date:*  |