Center/Institute Annual Report

*July 1, 2013 – June 30, 2014*

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| --- | --- | --- | --- |
| Center/Institute: |  | | |
| (1) Contact Name: |  | Title: |  |
| (2) Contact Name: |  | Title: |  |
| (3) Contact Name: |  | Title: |  |
| (1) Phone Number: |  | Fax Number: |  |
| Address: |  | | |
| Website address: |  | | |
| Clerical support: |  | Title: |  |

1. Describe any continuing activities conducted during the 2013-2014 fiscal year (July 1, 2013 – June 30, 2014):

2. List any NEW activities (initiatives or programs) begun during the 2013-2014 fiscal year:

1. Please supply any other information you would like us to include in the Annual Report (e.g. student involvement, accomplishments achieved during past year, anticipated changes for coming year, other items).
2. What are your center’s plans for the upcoming year?
3. What are your center’s needs for the upcoming year?
4. Are there any changes in your current ongoing community relationships? If yes, please address:

1. Please describe
   1. The personnel commitment to the operation of this unit:
   2. The financial operating commitment to this unit:
   3. Sources of funding from IUP for personnel and operating commitments (e.g. assigned complement, college operating budget transfer, etc.):

*The following table is to be used to report your Center/Institute activity during FY 2013-2014. Please complete the following form and return it as part of your report.*

Annual Reporting Form

IUP Centers and Institutes

# July 1, 2013 – June 30, 2014

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| --- |
| Center/Institute Name: |

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| --- | --- | --- | --- | --- | --- | --- |
| Organization1 or Individual2 Information | | Number of Clients Served | | Amount of Income  Requested  *(grants applied for or contracts bid on)* | Amount of Income  Received  *(grants, contracts,*  *fees, etc.)* | Pro Bono Value  *(If public service*  *with no monetary*  *remuneration*) |
| Service provided to3 | Type of Organization  Receiving Service4 | PA  Residents | Non-PA Residents |
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| TOTAL |  |  |  |  |  |  |

1 For the purpose of this report, an organization is defined as any group having specific responsibilities and united for a particular purpose.

2 For the purpose of this report, individuals are defined as persons or families seeking services that are not affiliated with an organization.

3 If service is provided to an organization (as defined above), list name of organization. If service is provided to individuals/families (as defined above), write

“individual,” or “family” in column one without providing names. Please provide number of individuals/families served.

4 Types of organizations would include schools, agencies, local government, private companies, etc.