

La Trobe University

Research and Graduate Studies Committee Centres and Institutes

Annual Reporting Requirements

The Centre / Institute Director must provide an Annual Report by the **end of May** each year, including a statement that the Constitution has been reviewed and amended in the light of any changes to the Guidelines for the establishment and operation of University Research Centres and Institutes, and a financial statement of funds received and expended. The annual report should be submitted to the **Dean of the Faculty** to which the Centre / Institute is financially responsible for review by the Faculty Board.

The Faculty Board's report on the academic activities of the Centre / Institute is to be included in the annual report of the Faculty to the Academic Board. Failure to provide such a report may lead to the suspension of the Centre or Institute.

Three years after a Centre or Institute has been established, and every three years subsequently, the Annual Report shall include a summary of the achievements of the Centre/Institute related to its earlier plans and also its programme for the next three-year period. The activities should be compatible with the Academic Plan of the Faculty and the Strategic Plan and Research Management Plan of the University and be a viable academic endeavour at a high level.

If the Faculty Board receives a report and considers it to be unsatisfactory, the Faculty Board may seek further details from the Centre or Institute or set up a working party to conduct a review and to advise it on whether it should recommend to the RGSC that the Centre or Institute be permitted to continue or be terminated. Recommendation by a Faculty Board that a Centre / Institute status be withdrawn shall be referred to the RGSC for review as above. The review panel may audit these annual reports so it is important that Centres are aware of this ongoing responsibility.

Following the submission of the report and a statement from Faculty Board on the activities of the Centre, as outlined above, the report will be forwarded to the Research and Graduate Studies Committee and then referred to Academic Board. The Secretary of the Faculty Board should forward the final annual report and feedback from Faculty Board to Ms Marian Obenchain, Manager, Research and Graduate Studies Office, La Trobe University.

Material Provided In Annual Report of Centres/Institutes

Details which should be included in a Centre/Institute Annual Report (may not be appropriate for all Centres however):

- Aims and objectives, rationale
- Staffing, including staff of the Centre, staff employed at the Centre and elsewhere with % of time, staff on secondment, visiting staff
- Overview/summary/highlights of the year's work
- Current research projects, including funding and stage/progress
- Financial statement for the last financial year
- Current education role, including undergraduate, postgraduate (with enrolments and completion of higher degrees) and continuing education
- Seminar program
- Conferences/workshops of the Centre or ones attended by staff/students
- Publications
- Conference presentations
- Other talks and lectures not included elsewhere
- Staff contributions in other areas, eg. committees, reviewing grant applications, reviewing for academic journals, reviewing theses, organisation of conferences and workshops, other dissemination of research funding, submissions, contributions to policy development
- Awards
- National and international visitors
- Reports from staff of work carried out by them overseas
- Grants awarded, with funding, amounts and sources

Directors of Centres should also include anything else which would impart a sense of the research activity and energy of the Centre and indicate how its activities could only be achieved by the Centre and not achieved by the individuals as members of Departments/Schools.