

Complementary Unit (CU) Annual Report
CU name:
College Name:
Reporting Dates: 7/1/XXXX – 6/30/XXXX



APPENDIX B

This annual report describes CU productivity. For each contribution, specify how the CU has contributed to the listed activity/accomplishment as they align with the academic mission/strategic priorities. Please include the role of CU staff/faculty in each of the listed publications, presentations, grants/contracts, service and other accomplishments. Include actual contributions such as research activities, use of center funds to support student placements and/or employment.

Note that these efforts/accomplishments shall reflect only direct contributions provided by the CU. Do not include stand-alone efforts unrelated to the CU.

Assessment and Progress Towards Goals:

Indicate how the CU is working towards its stated goals and provide any demonstrable evidence of progress towards these goals:

Regulations:

Verify that the CU complies with labor laws as well as any CSU-specific, state, or federal regulations.

Publications:

Accepted/Published

Submitted

Indicate how CU personnel contributed (e.g. contributions to writing, research methods, data analyses, etc.). Please do not include simple editing or name on project as a documented contribution:

Professional Presentations:

Oral Presentations

Poster Presentations

How CU personnel contributed (e.g. see above):

Awards, Honors:

List awards/honors/recognitions

Service:

Complementary Unit (CU) Annual Report
 CU name:
 College Name:
 Reporting Dates: 7/1/XXXX – 6/30/XXXX



How CU personnel contributed (e.g. local presentations, representation on department, college, university, or community/regional committees):

Other Activities (e.g., examples related to civic engagement, experiential learning, etc.):

MOUs with Campus or Outside Partners (if applicable, describe here and include as appendices):

Audit Findings Associated with the CU including, but not limited to CSE< UF, and University audit (if applicable):

Financial Report:

Please note that the income reported below must directly support the CU. Do not include amounts associated with faculty/staff time that are not directly affiliated with CU activities. Include incentive dollars in here and the process for allocating and distribution to all PIs.

Description of financial operations and practices

Income	Amount	
Grants/Contract		
Fee for Service/ Program Income		
Fixed Price (potential for surplus)		
Donations		
State funds		
Total Income:		

Expenses	Amount	
Personnel (Salaries, wages, and FB)		
Operating Expenses		
Equipment		
Travel		
Contractors/ICs		
Other Costs		
F&A @ average of ____ %		
Total Expenses:		

Net:		
------	--	--

Complementary Unit (CU) Annual Report
 CU name:
 College Name:
 Reporting Dates: 7/1/XXXX – 6/30/XXXX



University Contract, or Grant Activity:

Description of funding development (e.g.)

CHC Grant and Contract Applications (Funded/Pending/Not Funded)						
<u>Current</u> Funded Projects	Funder	Contract Amount	Annual Amount	Indirect Rate	Implementation Date	PI/CO-PI/Leads
Continued Funding Total:		\$0	\$0			

<u>Pending</u> Projects	Funder	Contract Amount	Annual Amount	Indirect Rate	Implementation Date	PI/CO-PI
Anticipated Total		\$0	\$0			

2015 Grant Applications: <u>Not Funded</u>	Contract Amount	Annual Amount	Indirect Rate	PI/CO-PI