

## **APPENDIX 3**

### **Annual Interim Reporting Template for Research Institutes/Centres**

Research Institute/Centre Name:

Director:

Year established:

Year being reported on:

Date of Interim Report submission:

**Please supply comments and/or data/evidence under each of these headings for the previous twelve months of activity.**

<b>1.</b>	<b>Participants in the activities of the Institute/Centre</b> (academics, technical and administration)
<b>2.</b>	<b>Research students</b> (new, continuing, length of candidature, completions; project title or area)
<b>3.</b>	<b>Publications</b> (including citations)
<b>4.</b>	<b>Research Grants</b> (numbers, project titles, chief investigators, amounts and duration)
<b>5.</b>	<b>Research Consultancies/Contracts</b> (area[s] of consultancy, commissioning body, relevant dates)
<b>6.</b>	<b>Research Impacts</b> (e.g. how results were delivered; project follow-through; policy and/or change influences; media exposure; awards and prizes; paradigm shifts in discipline or area of application; invitations to contribute to national and international fora; enhanced HDR recruitment)
<b>7.</b>	<b>Community/Business/Industry/Government/Profession engagement indicators</b> (where appropriate, include comments on social inclusion and other important social and environmental issues implicated in the Institute/Centre's engagements): <ul style="list-style-type: none"><li>• Local</li><li>• National</li><li>• International</li></ul>
<b>8.</b>	<b>New innovations and pathways for adoption/adoption progress for previous innovations</b>
<b>9.</b>	<b>New collaborations or expansions of previous collaborations</b>
<b>10.</b>	<b>Role in contributing to the strengths of the University, Schools</b> (as appropriate)
<b>11.</b>	<b>How is the Institute/Centre's research informing teaching?</b>
<b>12.</b>	<b>What has the Institute/Centre achieved that would not have otherwise been achieved without the existence of the Institute/Centre?</b>

<b>13.</b>	<b>Financial performance of the Institute/Centre against budget</b> (attach summary balance sheet)
<b>14.</b>	<b>Looking forward – plans and priorities for the next 12 months</b>
<b>15.</b>	<b>Any other information or comments relevant to the Institute's/Centre's operation over the past twelve months?</b>