

## **Centers and Institutes Annual Report Procedural Guide**

### **Overview**

This document outlines the steps required to submit the Annual Report for each Center and Institute at California State University, East Bay. The director shall issue an annual written progress report, including a financial statement of operations for the prior fiscal year. The annual report is due by September 30 of each calendar year.

### **Procedure**

1. For all centers, the report must be distributed to:
  - a. The advisory group
  - b. The appropriate department chairs
  - c. The administrator in direct line of authority above the director, and
  - d. The Associate Vice President of Research and Professional Development
  
2. Any time between August 1 - September 30 of each year the annual report may be submitted using the InfoReady system
  - a. A review by the AVP ORSP will be conducted on the InfoReady system to ensure that all documentation has been submitted (written progress report and financial statement).

### **Questions**

If you have any questions regarding submission of the annual report to the InfoReady system please direct them to:

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