

Biennial Report

Colorado State University Centers, Institutes and Other Special Units

The biennial reporting process for CIOSUs will be administered electronically through the internal CSU InfoReady Review system. Please note that all required information will need to be uploaded into this system, rather than sent via email.

To directly access the Biennial Report portal within this system, please use this link: <https://colostate.infoready4.com/#competitionDetail/1794549>.

You will need to log in with you CSU eID and password, and create a profile if this is your first time using the InfoReady review system. If you experience problems or have questions about the system, please contact Dinaida Egan (dinaida.lopez@colostate.edu). All other biennial reporting questions should be directed to Linda Foster (linda.foster@colostate.edu).

Biennial Report:

Reporting Period: FY18 and FY19: July 1, 2017 through June 30, 2019

Required Review Materials: Required information, to be uploaded via the CSU InfoReady Review system (*in PDF format - please note page limitations*):

1. A list of current CIOSU faculty members and other personnel. (*1 page limit*)
2. A brief description of the activities, services, or research performed, as related to the function/mission of the CIOSU in the past twenty-four (24) months. (*1 page limit*)
3. A budget summary for the previous twenty-four (24) months. (*1 page limit*; suggested template "CIOSU Reporting - Suggested Budget Template" available as a downloadable file within the InfoReady Review system, as a download link on the right side of the screen)
 - o *We highly recommend using the template provided, as this streamlines the review process.*
4. A brief list of accomplishments and contributions, such as grants and contracts, refereed and non-refereed publications, and effects on teaching and outreach in the past twenty-four (24) months. (*2 page limit*)
5. Plans for the next twenty-four months. (*1 page limit*)

CIOSU Director Review and Approval: The full Biennial Report should be completed and certified electronically within the CSU InfoReady Review system by the CIOSU Director making the submission.

Department Head Review and Approval: Provide the email address for the appropriate Department Head responsible for review and approval of this report, to be completed electronically within the CSU InfoReady review system immediately after submission. Please ensure the Dept. Head is aware of your Biennial Report and the pending email request, to be sent via the system, to approve the submission.

Dean/Overseeing Administrator Review and Approval: To be completed electronically within the CSU InfoReady review system immediately after submission. Please ensure the Dean/Overseeing Administrator is aware of your Biennial Report and the pending email request, to be sent via the system, to approve the submission.

BUDGET SUMMARY

Revenue

- Internal CSU Sources (identify)
 - o Sales of Goods and/or Services \$ _____
 - o Other \$ _____
- External (identify)
 - o Sales of Goods and/or Services \$ _____
 - o Other \$ _____
- College/Dept/Central Contributions (subsidy) \$ _____

Total Revenue: \$

Expenses

- Salaries
- Operating
 - o Supplies/Materials \$ _____
 - o Services \$ _____
 - o Other \$ _____
- Equipment \$ _____
- Facilities (Renovation) \$ _____
- Tuition/Other Student Support \$ _____
- Other \$ _____

Total Expenses: \$

Net Revenue/Deficit: \$