**Biennial Report**

**Colorado State University Centers, Institutes and Other Special Units**

Name of Center or Institute or Other Special Unit (CIOSU):

**Required Review Materials:**

1. **Director/Co-Director Contact Information** - c*aptured in fillable fields within the CSU InfoReady Review system*
2. **Current Function/Mission of the CIOSU** - c*aptured in a fillable field within the CSU InfoReady Review system*
3. **Report Documents** - *uploaded as separate PDF files in the CSU InfoReady Review system - please note page limitations*
	1. A list of current CIOSU faculty members and other personnel
		* *1 page limit*
		* *Must include department/unit affiliations for all personnel listed*
	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*
		* *We highly recommend using the suggested template provided, as this streamlines the review process. This template, "CIOSU Reporting - Suggested Budget Template," is available as a downloadable file on the right side of the screen.*
		* *If this template is not utilized and there are no revenues or expenses for this CIOSU, please include an explanation within your summary.*
	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*

**BUDGET SUMMARY**

**Revenue**

* Internal CSU Sources (identify)
	+ Sales of Goods and/or Services $\_\_\_\_\_\_\_\_\_\_\_
	+ Other $\_\_\_\_\_\_\_\_\_\_\_
* External (identify)
	+ Sales of Goods and/or Services $\_\_\_\_\_\_\_\_\_\_\_
	+ Other $\_\_\_\_\_\_\_\_\_\_\_
* College/Dept/Central Contributions (subsidy) $\_\_\_\_\_\_\_\_\_\_\_

**Total Revenue:** **$\_\_\_\_\_\_\_\_\_\_\_**

**Expenses**

* Salaries
* Operating
	+ Supplies/Materials $\_\_\_\_\_\_\_\_\_\_\_
	+ Services $\_\_\_\_\_\_\_\_\_\_\_
	+ Other $\_\_\_\_\_\_\_\_\_\_\_
* Equipment $\_\_\_\_\_\_\_\_\_\_\_
* Facilities (Renovation) $\_\_\_\_\_\_\_\_\_\_\_
* Tuition/Other Student Support $\_\_\_\_\_\_\_\_\_\_\_
* Other $\_\_\_\_\_\_\_\_\_\_\_

**Total Expenses:** **$\_\_\_\_\_\_\_\_\_\_\_**

**Net Revenue/Deficit: $ \_\_\_\_\_\_\_\_\_\_**

**If no revenues or expenses for the CIOSU, please include a brief explanation here:**

(explanation or N/A)