Annual Report Template
for Organized Research Units
Office of the Vice-President Research & Innovation
York University

Please see the Annual Report Guide for additional instructions to complete the Template. Note that Annual Reports for 2013-14 are due by Monday May 12, 2014.

In addition to reviewing this Template and its associated Guide, all ORUs are encouraged to review the Academic Program Information Form (PIF) which you will be completing for the Academic and Administrative Program Review exercise (available at http://vpap.info.yorku.ca/aap/). We encourage you where possible to write your Annual Report text in a manner that you can later repurpose for your PIF (or vice versa).

[Insert Name of ORU]
Annual Report
May 1, 2013 – April 30, 2014

1. Contact Information

<table>
<thead>
<tr>
<th>Director</th>
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<tr>
<td>Telephone</td>
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<td>Email</td>
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<tr>
<td>Campus address</td>
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<td>Admin contact</td>
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<td>ORU Website</td>
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2. List Faculties that supplied active members to the ORU, indicating the number of active members from each.

3. Charter dates: mm/yyyy of first Charter; mm/yyyy of last renewal

4. Mandate

5. Membership and Governance

York full-time faculty (active members only)
2

Other members (see Guide)

Executive Committee members

Executive Committee Subcommittee (name and members) (if any)

External Advisory Body members (if any)

6. Annual Progress in Fulfilling Mandate
   (750 words max, see Guide)

7. Financial Accountability
   (see Guide and Excel Workbook for details of statements to be submitted)

8. Objectives for Upcoming Year
   (750 words max, see Guide)

9. Other relevant items the Director wishes to report
   (250 words max.)

10. Appendix 1 – Additional Information about Progress in Fulfilling Mandate (that does not appear elsewhere in the Report)

11. Appendix 2 – Individual Member Contributions (up to five most notable items only for each member)