

## MEMORANDUM

TO: Directors, Centers & Institutes

FROM: Cathy Lebo, Assistant Provost and Director of Institutional Planning and Research (IPR)  
Robert Ferl, Assistant Vice President, Office of Research

DATE: July 14, 2023

RE: Board of Governors, Annual Expenditure Reports on Centers & Institutes

DUE: Aug 31, 2023

The Board of Governors (BOG) requires that every Center and Institute (C/I) prepare an annual summary of expenditures and update information for the directory of Centers and Institutes.

All actual and projected expenditures relating to or supporting the C/I must be reported as well as the faculty and staff full-time equivalent (FTE) who are supported by the C/I. Your completed Annual Expenditure Reports must be submitted electronically to Institutional Planning and Research by **Thursday, August 31, 2023**.

We created a website to collect your expenditure data and directory information. Please go to <https://ir.aa.ufl.edu/academic-support/center-and-institute/evaluations-expenditures/expenditures-and-directory-information/>. There are four required forms. Detailed directions are provided on the website, as well as links to the UF guidelines. The Annual Expenditure Reports for Centers and Institutes are required by the State University System (SUS), Board of Governors Regulation 10.015.

**Please note: the Board of Governors now requires that the UF Board of Trustees must approve the annual reports for the Centers and Institutes at the board's mid-September meeting. Adhering to this year's submission deadline of August 31<sup>st</sup> is critical so materials will be ready for the board meeting. Please note that extensions cannot be granted for the Expenditure Reports.**

The expenditure reports are reviewed by Institutional Planning and Research. If any discrepancies should arise, we will contact the C/I liaison to provide clarification and documentation.

We thank you in advance for your cooperation and time in responding to this mandatory compliance requirement for the university. If you have any questions please contact us by email or phone.

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