

MEMORANDUM

TO: Directors, Centers & Institutes

FROM: From: Cathy Lebo, Ph.D., Associate Provost, Institutional Planning and Research
Irene Cooke, DVM, PhD, Assistant Vice President, Office of Research

DATE: July 8, 2025

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

DUE: Aug 29, 2025

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 **Friday August 29, 2025**.

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 requires that all results must be certified by the University President prior to submission. Adhering to this year's submission deadline of August 29th is critical to ensure that materials are ready and certified by the BOG deadline. Therefore, requests for an extension past the August 29 deadline cannot be granted.

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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