

MEMORANDUM

To: Directors, Centers & Institutes

From: Cecilia Zhang, Ph.D., Associate Provost, Institutional Planning and Research
Irene Cooke, DVM, Ph.D., Assistant Vice President, Office of Research

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

Date: July 7, 2026

As required by the State University System (SUS) Board of Governors (BOG) Regulation 10.015, all active centers and institutes (C/I) must prepare an annual expenditure report covering the most recent fiscal year. The annual report must contain all actual and projected expenditures relating to or supporting the C/I, the faculty and staff full-time equivalent (FTE) who support the C/I, and updated directory information.

The completed reports for FY 26 must be submitted electronically to Institutional Planning and Research (IPR) by **Friday, August 28, 2026**.

Data will be collected via the IPR expenditure support site <https://ir.aa.ufl.edu/academic-support/center-and-institute/evaluations-expenditures/expenditures-and-directory-information/>. Directions and other links, such as the UF guidelines, are also available on the support site.

Please note: The Board of Governors requires that all results must be certified by the University President prior to submission. Adhering to the submission deadline of August 28 is critical to ensure that materials are ready and certified by the BOG deadline. Therefore, requests for an extension past the deadline cannot be granted.

A copy of the memo will also be sent to your designated C/I admin contact (if applicable) and the individual who submitted last year's expenditure report. We thank you in advance for your time and cooperation. If you have any questions reach out to the contacts below.

Institutional Planning and Research
352-392-0456

Christie Cassady
Policy & Planning Analyst II
ccassady1@aa.ufl.edu
(352) 273-4434

Sachiel Mondesir, Ph.D.
Associate Director for Analytics Services
smondesir@ufl.edu
(352) 294-2772