January 19, 1999

CHANCELLOR'S MEMORANDUM: CM-C-07.00-01/99

TO: Members, Council of Presidents
FROM: Adam W. Herbert
SUBJECT: Institutes/Centers
AUTHORITY: Section 240.209(1), F.S.
Policy/Purpose: Establish policies and procedures for approving, classifying, operating, reviewing, and disbanding institutes/centers in the State University System

Definition. Institutes/Centers are entities proposed by universities, the Legislature, or the Board of Regents (BOR); approved by the Board of Regents and/or the Chancellor or a university president (depending on the type of institute/center); and established by the universities for the purpose of coordinating intra- and/or inter-institutional research, service, and training activities that supplement and extend existing departmental instruction, research, and service programs. In some instances, institutes/centers are established by law, in which case they operate in accordance not only with State University System policies, rules, and procedures, but also with State statute.

Exclusions. There are operating entities with the term "institute" or "center" in their titles that are not included under this definition and are not intended to be covered by this Chancellor's Memorandum (e.g., Institute of Food and Agricultural Sciences [IFAS], University of Florida Health Sciences Center [UF-HSC], University of South Florida Health Sciences Center [USF-HSC], the Florida Mental Health Institute [FMHI], and certain university advising, student health, computing, and other centers).
Types. Institutes/Centers are classified into three categories:

- Type I institutes/centers have Statewide missions, and may be specifically authorized/established and/or funded by the Legislature.

- Type II institutes/centers are established by a single university; in some instances, additional institutions may participate. Type II institutes/centers expend appropriated State funds as a result of Legislative or university decision, and they may expend “other” funds (i.e., non-appropriated funds, such as contracts and grants, fees, etc.).

- Type III institutes/centers are established by a single university; in some instances, additional institutions may participate. Type III institutes/centers expend “other” funds only (i.e., non-appropriated State funds, such as contracts and grants, fees, etc.).

Application/Approval Process. Each Type I and each Type II institute/center is required to request approval according to the standard format provided in Attachments A and B. The host university will prepare and submit to the Office of Academic Affairs four (4) copies of a proposal.

Contingent upon the recommendation of the Vice Chancellor for Academic and Student Affairs, a Type I proposal will be considered by the Council of Academic Vice Presidents for recommendation to the Council of Presidents. The Chancellor shall consider the deliberations of the Council of Presidents in requesting institute/center approval from the Board of Regents and in requesting Legislative funding for the institute/center.

Universities may seek to establish Type II institutes/centers by application to the Office of Academic Affairs and approval by the Chancellor or his or her designee.

In the event an institute/center is established by law and/or the Legislature appropriates or earmarks funds for an institute/center, the host university will seek approval to establish the institute/center pursuant to procedures outlined in this Chancellor’s Memorandum prior to the expenditure of appropriated funds.

Institutions will develop and maintain written university-specific guidelines for assessing institute/center proposals at the campus level. These guidelines must be approved by the Chancellor’s designee. University presidents may grant authorization for the development of Type III institutes/centers at their respective institutions, provided they operate within these approved guidelines. The host university must submit a statement of intention to establish a Type III institute/center (according to the format provided in Attachment A) to the Office of Academic Affairs prior to the implementation of such a plan.
Type Changes. If the structure of an institute/center changes (e.g., several institutions combine efforts to fulfill a Statewide mission) or the funding source for an institute/center changes to the extent that the type designation needs to be revised, the university must request a type change from the Chancellor or his or her designee.

Operation. For each Type I institute/center, a host university will be designated to serve as a Systemwide facility. This designation will be specified in a written agreement between the host university and the Chancellor, with advice from the Council of Academic Vice Presidents. The host university will provide all administrative and logistical support for the Systemwide facility of a Type I institute/center.

A director of a Type I institute/center will be appointed by the president of the host university, with concurrence of the Chancellor, following a search process which appropriately involves the institutions participating in the institute/center. The director will report to the president of the host university or his or her designee.

An advisory board will be appointed for each Type I institute/center, consisting of the following individuals: the presidents or their designees from all participating universities; representatives of appropriate public or private agencies appointed by the Chancellor, upon recommendation of the participating agencies; and the Chancellor’s designee. The advisory board will provide guidance to the director, Council of Academic Vice Presidents, Council of Presidents, and/or Chancellor, as circumstances require. Members will be appointed for three-year staggered terms. The advisory board will make recommendations with respect to the distribution of funds.

Type I institutes/centers have separate departmental accounts in the universities’ operating budgets. Budgetary practices will conform to those of the host university, unless otherwise directed by the Board of Regents. The director is responsible for compiling budgetary recommendations, with advice from the president of the host university and the advisory board. The director will submit any proposed budget increase (Attachment C) to the Office of Academic Affairs by April 15 for review by the Council of Academic Vice Presidents. The Council will determine whether the increase should be considered for inclusion in the next year’s Legislative Budget Request by the Board of Regents at its July meeting.

Contracts and grants proposed by a Type I institute/center to outside funding agencies will be processed through the host university. The percentage of overhead funds to be returned to the institute/center will be consistent with that university’s policy.
Type I institute/center will reimburse the host university for direct costs of administrative services rendered by the university to the institute/center. Personnel employed by a Type I institute/center may be employed concurrently by one or more of the participating universities.

**Annual Reports.** An annual report will be completed for each approved institute/center and forwarded by the president to the Chancellor or his or her designee, no later than September 30 of each year. Type III institutes/centers will provide descriptive and fiscal information as outlined in Attachment D, whereas Type I and Type II institutes/centers will provide the information requested in Attachment D, as well as the information requested in Attachment E. When an institute/center involves more than one university, the host university will submit one report, with separate budget and activity information for each university affiliated with the institute/center.

**Review.** Each Type I institute/center will be reviewed at the request of the Council of Academic Vice Presidents, the Council of Presidents, or the Chancellor. The review will be undertaken as a cooperative endeavor of the respective staffs of the Chancellor and the presidents of universities participating in the institute/center. The Council of Academic Vice Presidents will play a key role, and external consultants may be utilized in the review process. Issues to be addressed during the review may include the relative need for continuation of the institute/center; possible changes in mission or organizational structure; budgetary reduction or expansion; and/or redesignation of classification.

All approved institutes/centers will be reviewed in conjunction with the periodic review of related disciplines.

**Disbanding.** Type I institutes/centers will be disbanded only upon written notification to the Chancellor and approval by the Board of Regents. When a university disbands a Type II or Type III institute/center, the university will notify the Office of Academic Affairs in writing via the submission of annual reports. In the event that one of these disbanded institutes/centers was established or funded by the Legislature, the university must provide documentation to ensure that Legislative intent has been achieved and that the institute/center is no longer required.

**Contact:**
Office of Academic Affairs  
SUNCOM 278-7702, Local 488-7702  
Internet Address: lemonr@borfl.org

AWH/cdm

Attachments
Attachment A

Format and Guidelines for Type I, II, and III Institutes/Centers

Any proposal to initiate a Type I or Type II institute/center or any notification of the establishment of a Type III institute/center must include the following information:

Cover Sheet (Form 1)

1. Provide a cover sheet similar to the sample provided. The presidents' signatures for all participating institutions must be included. Indicate which university will be designated as the host institution.

2. Provide the desired date of implementation. (Type I and Type II institutes/centers may not operate prior to approval from the Board of Regents and/or the Chancellor or his or her designee. Type III institutes/centers may not operate prior to the university president notifying the Office of Academic Affairs that the proposed institute/center has been authorized according to university guidelines approved by the Chancellor or his or her designee.)

Directory Information and Mission and Areas of Focus (Form 2)

3. Provide the name of the proposed institute/center. If available, provide the name and title of the proposed director and the address, telephone number, SUNCOM number, fax number, e-mail address, and web site address for the institute/center.

4. Indicate the Type of institute/center, based on classification guidelines presented in the Chancellor's Memorandum.

5. Indicate which academic discipline(s), by 2-digit Classification of Instructional Program (CIP) code(s), will be most closely affiliated with the institute/center.

6. Provide a list of all universities that will be affiliated with the institute/center

7. Provide a brief mission statement for the institute/center (75 words or less).

8. Identify key terms/phrases that indicate the major areas of focus for the institute/center. These terms will be used as identifiers in a searchable database.

Staffing and Budget Information (Form 3)

9. Provide estimated expenditures, number of positions, and rate for the first fiscal year, as outlined on the attached fiscal sheet. Separate fiscal sheets should be submitted for each budgetary unit (i.e., E&G, UF's IFAS, UF-HSC, USF-HSC), as appropriate. (Separate position and budget data should be submitted for each university when more than one university is affiliated with an institute/center.)
Attachment B

Additional Guidelines for Type I and Type II Institute/Center Proposals

In addition to the information outlined in Attachment A, any proposal to initiate a Type I or Type II institute/center must include the following information:

Mission and Areas of Focus

1. Indicate how goals and objectives of the proposed institute/center relate to the institutional mission statement as contained in the Strategic Plan approved by the Board of Regents.

2. Provide a rationale for this institute/center as a priority for development at the institution(s) and in the State University System.

3. Provide a description of activities (research, public service, and training) in which the institute/center will be involved. Indicate how the institute/center will allow faculty/staff/students to do what they could not do solely in a departmental or divisional setting.

4. Provide an overview of similar institutes/centers in the State University System and describe how this institute/center is different or the same.

Organization

5. Describe the proposed administrative and organizational structure of the institute/center. Provide an organizational chart which delineates the functions of all faculty and staff. For proposals involving more than one institution, include such information for each participating institution as well as giving the Statewide structure.

Staffing, Facilities, and Budget

6. Provide a list of all projected permanent positions (FTE in personyears) by title and function for the first year the institute/center will be in operation. The total number of personyears must agree with the numbers provided on the fiscal sheet.

7. Provide the projected number of graduate assistants to be assigned to the institute/center during its first year of operation.

8. Provide the following information regarding projected space requirements (in square feet):

<table>
<thead>
<tr>
<th>Projected Space Required by Source</th>
<th>Office</th>
<th>Laboratory</th>
<th>Conference Rooms</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Existing Inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rented</td>
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<tr>
<td>New Construction</td>
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<td></td>
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</tbody>
</table>
Format for Proposing a Type I Institute/Center Legislative Budget Request (LBR) Increase

Fiscal Year _____

Name of Institute/Center

<table>
<thead>
<tr>
<th>Host Institution</th>
<th>Associated Discipline &amp; 2-digit CIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signatures</td>
</tr>
<tr>
<td>University President</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Institute/Center Director</td>
<td>Vice President for Finance, Administration &amp; Planning (as appropriate)</td>
</tr>
<tr>
<td>Advisory Board Chair</td>
<td>Other Administrator(s) (as appropriate)</td>
</tr>
</tbody>
</table>

1. | Current LBR Amount | Requested Increase | New LBR Amount |
|---------------------------------|-------------------|-----------------|

2. Highlight five (5) of the institute/center’s major accomplishments over the past three years.

3. Indicate the ways in which the Statewide nature of the institute/center’s mission already has been realized due to the base investment in the institute/center.
Attachment C (Continued)

4. How will the proposed budget increase request
   • enhance the overall Statewide mission of the institute/center;
   • draw greater resources to the State University System as a whole;
   • augment and improve the level of services offered by the institute/center;
   • foster greater involvement by other State University System universities; and
   • leverage financial support from other State University System universities?

5. Please detail the source(s) and amount(s) of the institute/center’s current external funding.

6. Please list any pending funding sources, such as contracts and grants.

*Please attach a semi-annual (July 1 - December 31) narrative report for the current fiscal year (based on the Annual Reporting Guidelines), and two year’s estimated expenditures to this request.*
Attachment D

Annual Report Format for All Institutes/Centers

An annual report (July 1 through June 30) is to be submitted for each institute/center. When more than one university is affiliated with an institute/center, the host university is responsible for submitting a comprehensive report.

Directory Information and Mission and Areas of Focus (Form 2)

1. Provide the name of the institute/center. Provide the name and title of the director and the address, telephone number, SUNCOM number, fax number, e-mail address, and web site address for the institute/center.

2. Indicate the Type of institute/center, based on classification guidelines presented in the Chancellor’s Memorandum.

3. Indicate which academic discipline(s), by 2-digit Classification of Instructional Program (CIP) code(s), are most closely affiliated with the institute/center.

4. Provide a list of all universities that are affiliated with the institute/center.

5. Provide a brief mission statement for the institute/center (75 words or less).

6. Identify key terms/phrases that indicate the major areas of focus for the institute/center. These terms will be used as identifiers in a searchable database.

Staffing and Budget Information (Forms 3 & 4)

7. Provide actual expenditures, number of positions, and rate for the prior fiscal year, as outlined on Form 4. (Separate position and budget data should be submitted for each university when more than one university is affiliated with an institute/center.)

8. Provide estimated expenditures, number of positions, and rate for the next fiscal year, as outlined on Form 3. (Separate position and budget data should be submitted for each university when more than one university is affiliated with an institute/center.)
Attachment E

Additional Annual Reporting Guidelines for
Type I and Type II Institutes/Centers

In addition to the information outlined in Attachment D, annual reports for Type I and Type II institutes/centers must include the following information:

Mission and Areas of Focus for the Institute/Center

Include an indication of how the institute/center coordinates intra- and/or inter-institutional research, service, and training activities that supplement and extend existing departmental instruction, research, and service programs—that is, how the institute/center allows faculty/staff/students to do what they could not do solely in a departmental or divisional setting.

Activities - Prior Year

Provide an evaluation of accomplishments related to the prior year’s goals and any recommendations that emanated from a review of the institute/center. Include an overview of the prior year’s research, service, and/or training activities. Attach any supporting documentation (e.g., scholarly activities and published research by primary authors, external funding sources, non-funded outreach, conferences). Note: Goals/Activity information should be included for each university when more than one university is affiliated with an institute/center.

Activities - Coming Year

Provide a statement of proposed goals and activities for the coming year—for example, proposed research and scholarly activities; teaching and training activities; service and outreach; internal (e.g., with departments, colleges, or other university units) or external networking (e.g., with other universities, community colleges, public schools; public-private partnerships); opportunities for students (e.g., assistantships, service learning); or financial goals (e.g., levels of external funding, potential contracts). Note: Goals/Activity information should be included for each university when more than one university is affiliated with an institute/center.

Position Data

Provide an organizational chart that delineates the functions of all faculty and staff and includes any advisory boards. For proposals involving more than one institution, include such information for each participating institution as well as giving the Statewide structure. For Type I institutes/centers, provide a list of current advisory board members.

General Comments (Optional.)
Format and Guidelines for Institutes/Centers

Sample Cover Sheet for a Type I or Type II Institute/Center Proposal or Notification of the Establishment of a Type III Institute/Center

(Institute/Center Name)

(Proposed Implementation Date)

The submission and signing of a proposal to initiate a Type I or Type II institute/center or notification of the establishment of a Type III institute/center constitutes a commitment by the university(ies) to ensure that the institute/center's activities support the stated mission(s) and goals of the institution(s).

<table>
<thead>
<tr>
<th>Host University Submitting Proposal</th>
<th>President</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Institute/Center</td>
<td>Vice President - Academic Affairs</td>
<td>Date</td>
</tr>
<tr>
<td>Proposed Implementation Date</td>
<td>Dean of School or College</td>
<td>Date</td>
</tr>
<tr>
<td>Associated Discipline (2-digit CIP)</td>
<td>Vice President for Finance, Administration, and Planning (as appropriate)</td>
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</tr>
<tr>
<td>Proposed Institute/Center Director (if known)</td>
<td>Other President(s)/ Administrator(s)</td>
<td>Date (as appropriate)</td>
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</tbody>
</table>
## Institute/Center Data

### Directory Information

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<thead>
<tr>
<th>I/C Name:</th>
<th>University:</th>
<th>I/C Type:</th>
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<table>
<thead>
<tr>
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<th>I/C FAX:</th>
<th>Affiliated Universities:</th>
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### Mission and Areas of Focus

**Mission Statement:**

**Key Terms:**

(Areas of Focus)
Form 3

<table>
<thead>
<tr>
<th>Estimated Expenditures for the Institute/Center</th>
<th>FISCAL YEAR:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Budgetary Unit:*</td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>SUS Appropriated Funds</td>
</tr>
<tr>
<td>Faculty, A&amp;P, &amp; USPS</td>
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</tr>
<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Housestaff (UF and USF only)</td>
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</tr>
<tr>
<td>Personal Services</td>
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<tr>
<td>Graduate Assistants</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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<tr>
<td>Expenses</td>
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<tr>
<td>Operating Capital Outlay</td>
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<tr>
<td>Electronic Data Processing</td>
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<tr>
<td>Special Categories</td>
<td></td>
</tr>
<tr>
<td>(Specify Expenditure &amp; 6-Digit SAMAS Code)</td>
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<tr>
<td>Total Expenditures</td>
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<table>
<thead>
<tr>
<th>Positions and Rate</th>
<th>SUS Appropriated Funds</th>
<th>Contracts and Grants</th>
<th>Fees for Services</th>
<th>Private &amp; Other (Specify)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Faculty Positions (FTE in Personyears)</td>
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<td></td>
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<tr>
<td>A&amp;P and USPS Positions (FTE in Personyears)</td>
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<tr>
<td>Total Positions (FTE in Personyears)</td>
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</table>

*Budgetary Unit: Specify E&G, IFAS, UF-HSC, or USF-HSC
Instructions for Completing Form 3

This Form is to be used for Institute/Center Proposals and for Annual Reports.

General Information
I/C Code: Leave blank. BOR staff will complete.
I/C Name: List the name of the Institute/Center as it appears (will appear) in official documents.
Prepared By: Provide the name and title of the individual completing this form.
Date: List the date on which this form was prepared.
Telephone: List the telephone number of the individual preparing the form.

Estimated Expenditures for the Institute/Center

- For a proposal, report the estimated expenditures for the first fiscal year in which the proposed Institute/Center will be in operation. For an annual report, indicate the estimated expenditures for the fiscal year following the fiscal year for which actual expenditures are reported. Include any funds that will be expended out of other University or State University System units.
- Budgetary Unit: Specify if Institute/Center funds pertain to University E&G, UF’s IFAS, UF’s Health Science Center, or USF’s Health Science Center. If funds come from more than one of these categories—e.g., IFAS and E&G—complete a separate form for each.
- Specify all estimated expenditures (Salaries & Benefits, OPS, Expenses, OCO, EDP, Special Categories, and Total Estimated Expenditures) that will come from each of the following budget categories:
  - SUS Appropriated Funds
  - Contracts & Grants
  - Fees for Services (Auxiliary)
  - Private & Other (Gifts, Donations, Endowments - Specify)
- Salaries & Benefits: List estimated expenditures to be reported under SAMAS expenditure category code 010000 (Faculty, Administrative & Professional; University Support Personnel Services).
- Other Personal Services: List estimated expenditures to be reported under SAMAS expenditure category code 030000. Break out OPS expenditures as either OPS-Housestaff (applies to Medical Housestaff at UF and USF only), OPS-Graduate Assistants, or OPS-Other.
- Expenses: List estimated expenditures to be reported under SAMAS expenditure category code 040000.
- Operating Capital Outlay: List estimated expenditures to be reported under SAMAS expenditure category code 060000.
- Electronic Data Processing: List estimated expenditures to be reported under SAMAS expenditure category code 210015.
- Special Categories: List estimated expenditures to be reported under the 100000-level expenditure category codes.
- Total Estimated Expenditures: Sum each column (items 9-14) under each budget category.

Positions and Rate

- List all proposed positions in personyears. To determine personyears, divide the number of months a position is contracted to work by 12 months and then multiply by the FTE. For example:
  - One full-time 12-month position equals 1.00 personyear (12-month contract/12 months = 1.00 FTE = 1.00 personyear).
  - One full-time 9-month position equals .75 personyear (9-month contract/12 months = 1.00 FTE = .75 personyear).
  - One half-time 9-month position equals .375 personyear (9-month contract/12 months = .50 FTE = .375 personyear).
- Faculty Positions: List the number of proposed Faculty personyears to be allocated to the Institute/Center from each budget category (SUS Appropriations; Contracts & Grants; Fees for Services; Private & Other; and Total).
- A&P and USPS Positions: List the number of proposed Other non-OPS personyears to be allocated to the Inst./Ctr. from each budget category.
- Total Positions: List the Total number of proposed personyears to be allocated to the Institute/Center from each budget category.

Sum of Salary Rates Associated with Institute/Center Positions

- Rate is the base salary for a position on an annualized basis. Benefits are not included. Include rate for any vacant positions.
- Sum of Salary Rates for These Faculty Positions: Sum the salary rates associated with all proposed Faculty positions.
- Sum of Salary Rates for These A&P and USPS Positions: Sum the salary rates associated with all proposed A&P and USPS positions.
- Sum of Salary Rates for Faculty, A&P, and USPS Positions: Total the sums from the previous two.
## Form 4

<table>
<thead>
<tr>
<th>I/C Code:</th>
<th>I/C Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Actual Expenditures for the Institute/Center

#### FISCAL YEAR:

<table>
<thead>
<tr>
<th>Budgetary Unit:*</th>
<th>SUS Appropriated Funds</th>
<th>Contracts and Grants</th>
<th>Fees for Services</th>
<th>Private &amp; Other (Specify)</th>
<th>Total</th>
</tr>
</thead>
</table>

#### Salaries & Benefits
- Faculty, A&P, & USPS
- Other
  - Housestaff (UF and USF only)
- Personal
  - Graduate Assistants
- Services
  - Other

#### Expenses
- Operating Capital Outlay
- Electronic Data Processing
- Special Categories (Specify Expenditure & 6-Digit SAMAS Code)

#### Total Expenditures

### Positions and Rate

<table>
<thead>
<tr>
<th>Positions and Rate</th>
<th>SUS Appropriated Funds</th>
<th>Contracts and Grants</th>
<th>Fees for Services</th>
<th>Private &amp; Other (Specify)</th>
<th>Total</th>
</tr>
</thead>
</table>
- Faculty Positions (FTE in Personyears)
- A&P and USPS Positions (FTE in Personyears)
- Total Positions (FTE in Personyears)
- Sum of Salary Rates for These Faculty Positions
- Sum of Salary Rates for These A&P and USPS Positions
- Sum of Salary Rates for Faculty, A&P, and USPS Positions

*Budgetary Unit: Specify E&G, IFAS, UF-HSC, or USF-HSC

11
Instructions for Completing Form 4
This Form is to be used for Institute/Center Annual Reports.

General Information
I/C Code: Leave blank. BOR staff will complete.
I/C Name: List the name of the Institute/Center as it appears in official documents.
Prepared By: Provide the name and title of the individual completing this form.
Date: List the date on which this form was prepared.
Telephone: List the telephone number of the individual preparing the form.

Actual Expenditures for the Institute/Center

- As part of the annual report, list the actual expenditures for the previous fiscal year. Include any funds that were expended out of other University or State University System units. Overhead should be reported only if it was an indirect cost expended directly out of the Institute/Center budget.
- Budgetary Unit: Specify if Institute/Center funds pertained to University E&G, UF's IFAS, UF's Health Science Center, or USF's Health Science Center. If funds came from more than one of these categories—e.g., IFAS and E&G—complete a separate form for each.
- Specify all actual expenditures (Salaries & Benefits, OPS, Expenses, OCO, EDP, Special Categories, and Total Actual Expenditures) that came from each of the following budget categories:
  - SUS Appropriated Funds
  - Contracts & Grants
  - Fees for Services (Auxiliary)
  - Private & Other (Gifts, Donations, Endowments - Specify)

Salaries & Benefits: List actual expenditures reported under SAMAS expenditure category code 010000 (Faculty; Administrative & Professional; University Support Personnel Services).

Other Personal Services: List actual expenditures reported under SAMAS expenditure category code 030000. Break out OPS expenditures as either OPS-Housestaff (applies to Medical Housestaff at UF and USF only), OPS-Graduate Assistants, or OPS-Other.

Expenses: List actual expenditures reported under SAMAS expenditure category code 040000.

Operating Capital Outlay: List actual expenditures reported under SAMAS expenditure category code 060000.

Electronic Data Processing: List actual expenditures reported under SAMAS expenditure category code 210015.

Special Categories: List actual expenditures reported under the 100000-level expenditure category codes.

Total Actual Expenditures: Sum each column (items 9-14) under each budget category.

Positions and Rate
- List all actual positions in personyears. To determine personyears, divide the number of months a position was contracted to work by 12 months and then multiply by the FTE. For example:
  - One full-time 12-month position equals 1.00 personyear (12-month contract/12 months * 1.00 FTE = 1.00 personyear).
  - One full-time 9-month position equals .75 personyear (9-month contract/12 months * 1.00 FTE = .75 personyear).
  - One half-time 9-month position equals .375 personyear (9-month contract/12 months * .50 FTE = .375 personyear).

Faculty Positions: List the number of actual Faculty personyears allocated to the Institute/Center from each budget category (SUS Appropriations; Contracts & Grants; Fees for Services; Private & Other; and Total).

A&P and USPS Positions: List the number of actual Other non-OPS personyears allocated to the Institute/Center from each budget category.

Total Positions: List the Total number of actual personyears allocated to the Institute/Center from each budget category.

Sum of Salary Rates Associated with Institute/Center Positions
- Rate is the base salary for a position on an annualized basis. Benefits are not included. Include rate for any vacant positions.

Sum of Salary Rates for These Faculty Positions: Sum the salary rates associated with all actual Faculty positions.

Sum of Salary Rates for These A&P and USPS Positions: Sum the salary rates associated with all actual A&P and USPS positions.

Sum of Salary Rates for Faculty, A&P, and USPS Positions: Total the sums from the previous two.