
Dear Center Director,

Your UNI Center is scheduled for an annual review for the most recently closed fiscal year, FY24. If you are receiving this notice and you believe you are listed in error please notify Lisa Ahern at Lisa.Ahern@uni.edu or 3-6148.

Centers Scheduled for FY24 Annual Review:

ARCTICenter	National Program for Playground Safety
Center for Energy and Environmental Education	Regents' Center for Early Developmental Education
Center for Social and Behavioral Research	Strategic Marketing Services
Center for Teaching and Learning Mathematics	Tallgrass Prairie Center
Institute for Decision Making	UNI Center for Professional Sales Excellence
Iowa Waste Reduction Center	UNI Center for Urban Education
GeoTREE Center	UNI Community Music School
Jacobson Center for Comprehensive Literacy	UNI Family Business Center
John Pappajohn Entrepreneurial Center	UNI Suzuki School

Annual Report- Due Date: Received on a rolling basis starting **October 21, 2024 - November 15, 2024**

Other Information:

Please use these annual review documents to complete the reporting process (attached to transmittal email) or visit the [Centers Reporting webpage](#).

- 01_Annual UNI Center **Activities** Report Form_FY24
- 02_Annual UNI Center **Financial** Report Form_FY24

RSP will request the Financial Reports needed on behalf of all Centers. Your Center's financial report will be sent to you, once it is available. This report will generate financials based on your Center's Organization Number going back 7-years. **You only need to use this information for the most recently closed fiscal year (FY24); the rest of the data is for your information.**

Once received, review the information and note there may be some details missing in the report. For example, "available" grant funds in a UNI Foundation account will not show up in this report; only the exact revenue and expenses for the Foundation account during the reporting period will show up. Remember this report is a 12-month "snapshot" that does not correspond with the grant/contract cycles. Ask questions as needed and use the financial narrative section of the Activities Report to add details, as needed.

Annual Center Report Information Meetings:

There are no changes to this year's reporting process, but RSP will host an optional meeting for those who may have questions on **September 5th from 2:00-3:00**. [Please register here if you plan to attend this meeting](#). If this time does not work for you, please contact me to arrange another time.

Thank you for your continued work!

Sincerely,
Lisa Ahern
Associate Director Research & Sponsored Programs
Centers Review Committee Chairperson