**TWU Institute and Centre Annual Report Form**

**(Revised 2016)**

**Institute/Centre:**

**Director(s):**

**Current members:**

**Members of the advisory board:**

**Date:** *due January 15 each year*

**Highlights from the past year**

1. Summary paragraph (Please address specifically how the activities of the Institute/Centre in the past year have advanced TWU’s mission and the SRP)
2. List of events
3. List of scholarly output

**Challenges from the past year**

**Goals for the upcoming year**

**Appendices:**

Please attach the following:

1. Financial statement for the past year

2. Budget for the next fiscal year (May 1- April 30)

3. Copy of the minutes of the Advisory Committee