

MEMORANDUM

(Please Post and/or Route)

TO: UNIVERSITY DIVISIONS / UNITS / ANNUAL REPORT CONTACT PERSONS / ALL INDIVIDUALS INVOLVED IN ANY ASPECT OF ANNUAL REPORTING

FROM: Paul LeBel, Provost and Vice President for Academic Affairs
Alice Brekke, Vice President for Finance and Operations

RE: ANNUAL REPORTING

DATE: August 18, 2009

The University of North Dakota Strategic Plan states that each unit within the university will prepare an annual report due by October 15. The plan also states that *“each unit describes its progress in carrying out the unit strategic plan and its progress in carrying out its responsibility for portions of the University’s plan. Units also describe their plans for the coming year.”* (UND Strategic Plan)

The following information is being provided for assistance as you plan preparation of your FY2009 (July 2008-June 2009) annual report:

- Final due date for FY2009 Web-Annual Reports is Wednesday October 15, 2009. **However, earlier submittal dates may be established by your respective college, unit, and/or division.**

- The required Web-based report template for narrative reporting, instructions, and guidelines can be found at the Annual Report Website URL:

<http://www.und.nodak.edu/dept/datacol/annualreports/index.htm>

Password questions can be directed to the Office of Institutional Research at 7-4358.

The Website also provides information about strategic and annual reporting at UND - as well as the state level.

- Please note the separate text boxes in Priority Action Area B to list publications and/or scholarships.
- The text-editing feature allows formatted text (bold, bullets, color, etc.) and tables to be copied and pasted while retaining the format. Please note that when “pasting” text into this site, MSWord seems to work the best.
- An attempt has been made to limit the amount of redundancy. However, cross references to avoid repetition are acceptable. Just a reminder that it is very important that you use the web application template and instructions to guide your responses and provide concise information for each item as appropriate.
- Core data can be accessed at the Annual Report Website and continues to be updated as information becomes available. It is not necessary to repeat core data in your annual report.
- Questions on annual reporting should be directed to:
 - Academic Affairs: Connie Gagelin 7-2165
 - Finance and Operations: Marisa Haggy 7-4392
 - Student and Outreach Services: Lillian Elsinga or Terry Aubol 7-2664
 - SMHS: Judy Solberg 7-2722
 - Research: Rosemary Thue 7-4915
 - All Other: Carol Drechsel 7-4358