

# The University of Texas Permian Basin

## Annual Reporting Form for Endowment

*Any holder of an endowed academic position must submit an annual report through the department chair and dean to the provost/vp for academic affairs. This report shall consist of a yearly summary detailing the activities and accomplishments relevant to the endowed position, an updated curriculum vitae for the holder of the endowed position, and a financial statement describing how the funds (if any) were used during the preceding academic year. (See UTPB Endowed Appointment and Reappointment Policy, Section 13.6) MUST also provide an electronic version of report to the vp of advancement, or their designee, for annual donor reports.*

**Name of Endowment:** \_\_\_\_\_

**Awardee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Reporting period: From (month/year) \_\_\_\_\_ to (month/year) \_\_\_\_\_**

**Provide a brief description of the endowment, including special requirements, conditions, or obligations.**

Summarize the activities and accomplishments of this endowment for the time period specified above. Be sure to identify how these activities fulfilled the requirements listed in the description. Length should be 1-2 pages.

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Describe in detail how the funds were used during the time period specified above. Include salary, travel, equipment, supplies, and any other relevant expenditures.

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\_\_\_\_\_  
Signature of Awardee

\_\_\_\_\_  
Date

**Approvals**

\_\_\_\_\_  
Printed Name of Chair

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Dean

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Provost

\_\_\_\_\_  
Signature of Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of VP for Advancement

\_\_\_\_\_  
Signature of VP for Advancement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of President

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

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