

**Template for Research Interest Group Annual Reports**

**{Group name; reporting period (date – date)}**

1. **People**
2. **Current number of members:**
3. **Thought leaders of your Group:**
4. **Member ‘phenotypes’ and approximate numbers** (*e.g*., trainees, community partners, affiliations**):**
5. **How new members find your Group** (*e.g*., website, active recruitment, events, word-of-mouth):
6. **Gaps in membership that Group wants to fill:**
7. Other?
8. **Activities**
9. **Events/activities of your Group in the last reporting period**:
10. **Events/activities of being planned for next reporting period:**
11. **Method and frequency of Group communications**:
12. **Academic outputs and societal impacts leveraged by Group**:
13. Other?
14. **Operations**
15. **Administrative human resources for your subgroup:**
16. **O’Brien human resources upon which your subgroup relies:**
17. **Entities other than O’Brien Institute supporting subgroup, and type of support** (*eg*. financial, HR, etc):
18. **Approximate yearly expenditures of subgroup:**
19. **Progress toward becoming self-sustaining?**
20. Other**?**

Expand as necessary; submit completed template to iph@ucalgary.ca