

Example of Email Sent to Centers in Advance of Annual Review

Dear All:

Attached is a data set we will be discussing during the MMEC Annual Review.

We'd also like to ensure that during the financial discussion, as with last year, that a representative from the office of sponsored programs be in attendance during the financial portion of the meeting.

Attached is the template we will be following for the review, and last year's annual review report.

In advance of the review, approximately 1 week, we'd like to receive an update on progress to the recommendations listed in the first annual review and a copy of your most recent financial status to date in the form you most often use.

Please let us know if you have any questions about the review ahead of time and we look forward to seeing you during the review!

Sincerely,

MEP Regional Manager