

Submission Instructions and Checklist for 2025 MIT Reports to the President

Updated May 12, 2025

General Information

This guide is intended to assist you in the submission of your unit's annual report to the president. In this guide, "unit" refers to the department, lab, center, initiative, institute, program, section, office, or senior officer (MIT Organization Chart-level) submitting the report.

Questions not answered in this guide should be directed to reports@mit.edu.

Timeline for submission

Your report is **due on the second Friday of August of the reporting period** (July 1–June 30). If you need additional time to prepare your report, just let us know at reports@mit.edu.

Submission Checklist

- Proofread your report! Spelling corrections and minor updates will not be accepted after publication.
- Ensure your report contains [key information](#), such as the title, author, and copyright statement.
- Make sure your headings follow a logical hierarchy.
- Properly convert your report to [PDF/A-1](#).
- Ensure that your files have no encryption or other security measures applied.
- Ensure your PDF [file name](#) follows the specified convention.
- [Submit](#) your report to DSpace@MIT.

Key Information to Include in Your File

Before you create a PDF of your report, you should add some basic metadata (e.g., title, author, copyright notice) to your report via your original authoring tool. It is easier to add this prior to PDF/A creation as the format is read only, so you would need to reconvert it if you add metadata later.

Report title

Your report title is the name—fully spelled out—of your unit or of the submitting [senior officer](#); don't use acronyms or abbreviations. The title should also include the end date of the reporting year. Use the full title of the senior officer or unit name (not the acronym) in the report title.

Examples:

- Report to the President year ended June 30, 2025, Dean, School of Engineering
- Report to the President year ended June 30, 2025, MIT Health
- Report to the President year ended June 30, 2025, Abdul Latif Jameel Water and Food Systems Lab
- Report to the President year ended June 30, 2025, Department of Architecture

The report title should appear at the top of the first page of your report. A separate title page isn't necessary.

Also, add this title in your file's information or properties. ([MS Word](#), [Adobe Acrobat](#))

Author

In addition to including the report author's name and title at the end of the report, be sure to include this information in your document's file information or properties. ([MS Word](#), [Adobe Acrobat](#))

Copyright statement

Your report must include an appropriate copyright notice, including the following:

1. The symbol "c" with a circle around it (©) and/or the word "copyright"
2. The year of publication
3. The name of the copyright owner, i.e., "Massachusetts Institute of Technology"
4. The words "All rights reserved"

Examples:

- All rights reserved: © 2025 Massachusetts Institute of Technology.
- © 2025 Massachusetts Institute of Technology. All rights reserved.

Be sure to include this information in your document's file information or properties. ([MS Word](#), [Adobe Acrobat](#))

File naming convention

Name your report according to this scheme: [unitname]-annualreport-[YYYY].pdf

Your unit's acronym can be used in place of the full unit name in your document's file name.

Examples:

- EECS-annualreport-2025.pdf
- Chemistry-annualreport-2025.pdf

Creating Your Report PDF

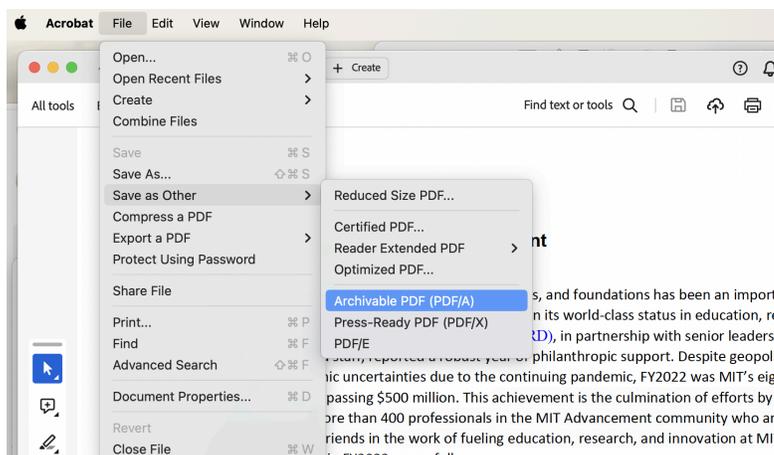
Submit your report as a PDF/A-1 document to the MIT Libraries following the instructions at the end of this section. PDF/A-1 (either a or b) is the most suitable format for long-term preservation. It ensures that the PDF format conforms to certain specifications that make it more likely to open and be viewable in the long term. It is best for static content that will not change, as this does not allow for some complex elements that could corrupt or prevent the file from being viewable in the future.

Creating a PDF/A-1

Adobe Acrobat Pro

Adobe Acrobat Pro is available to MIT staff and faculty through an [Adobe Creative Cloud](#) site license. This tool can transform a number of document types into PDFs. We recommend exporting to PDF from your source document first, then following these instructions to create the PDF/A file using Adobe Acrobat Pro:

1. Open Adobe Acrobat Pro.
2. Open the PDF document exported from your source file.
3. Go to **File > Save as Other > Archivable PDF (PDF/A)**



4. Save the document in a location of your choice, following the [file naming convention](#).

Note: DO NOT password-protect or encrypt your PDF file.

Google Docs or Other Cloud Word Processing Websites

There is unlikely to be support for creating PDF/A documents on cloud word processing software such as Google Docs. In order to create one, you should first download your document from the cloud service in a format that produces a document similar to the one you've been editing, such as OpenDocument format or Microsoft Word.

Once you have your files available locally, you can convert them to PDF/A using Microsoft Word, LibreOffice, or Adobe Acrobat Pro.

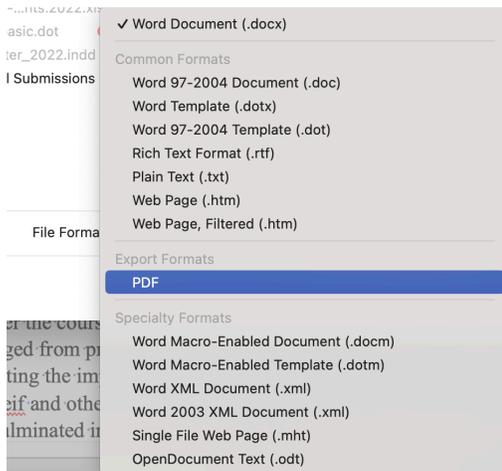
Microsoft Word

Windows PC users: If you have Adobe Acrobat installed, you can save a file directly to PDF/A-1 from Microsoft Word on Windows by following these steps:

1. Go to **File > Save as Adobe PDF**
2. In the file explorer window that appears, click the **Options** box
3. A new box will open, check the "**Create PDF/A-1a:2005 compliant file**" box and click **OK**.
4. Click **Save**.

Mac users: You will need to generate your file using the instructions below and then [convert it to a PDF/A using Adobe Acrobat Pro](#). If you are unable to install or use Adobe Acrobat either standalone or through Word, see the [LibreOffice Writer](#) section as an alternative.

1. Go to **File > Save As**
2. Open the **File Format** menu at the bottom of the **Save as** dialog and select **PDF**.



3. Save the document in a location of your choice.
4. Follow the instructions in [Adobe Acrobat Pro](#) to save the file into PDF/A format.

LibreOffice Writer

LibreOffice Writer is a free, open-source word processing software that works on a number of operating systems. If you are unable to install or use Adobe Acrobat by itself or through Word,

you can download LibreOffice and you will be able to convert to PDF/A from standard word processing document files.

Open your document in LibreOffice

1. Go to **File > Export As > Export as PDF...**
2. In the box that pops up, in the General section, check the **Archive (PDF/A, ISO 19005)** box and under the PDF/A version dropdown, choose **PDF/A-1b**.
3. Click **Export**.

Inspecting and validating your PDF

Visually inspect the PDF you created to ensure it looks the way you want it to. If it doesn't, try the conversion process again.

If you want to ensure that your document is a valid PDF/A you can validate it using Adobe Acrobat Pro by following these steps:

1. Open **Adobe Acrobat Pro** and open the desired PDF/A file.
2. Under **Tools**, select **Apply PDF Standards**.
3. Select **Preflight**.
4. In the box that pops up, make sure **PDF Standards** is selected in the dropdown box at the top.
5. In the **Profiles** tab, go to the **PDF/A section** and click on the **Convert to PDF/A...** line for the version you converted to (PDF/A-1a for documents created through Microsoft Word, PDF/A-1b for all other methods described above).
6. Click the **Analyze** button at the bottom of the box.
7. The results will display on screen.
8. If your file is invalid you may try reconverting from the original document or clicking the **Analyze and fix** button instead in step 7 of this section.

Submitting your report

After you have reviewed your report carefully to ensure that it does not contain misspellings or incorrect formatting, submit it to the MIT Libraries as a PDF/A-1 document.

Log in to DSpace@MIT

To submit your report, go directly to the [2025 Reports to the President "submit a new item to this collection" form](#). If you are not already logged in, you will be presented with options to log in via password (if you have set up an account before) or via Touchstone.

If you cannot log in, please contact reports@mit.edu to request access. Requests can usually be processed within one business day.

Filling out the submission form

Title

In the **Title** field, fill out the title of the report, using the format **Report to the President for year ended June 30, [YYYY], [senior leadership role or full name of your unit]**

Examples:

- Report to the President for year ended June 30, 2025, Dean, School of Engineering
- Report to the President for year ended June 30, 2025, Abdul Latif Jameel Water and Food Systems Lab

The screenshot shows the 'Item submission' form with a progress bar at the top containing 'Describe', 'Upload', 'Review', and 'Complete' buttons. The 'Describe Item' section is active. It includes a 'Title: *' field with a text input box and a 'Lookup' button. Below the title field is a placeholder text: 'Enter the title, e.g. Report to the President for year ended June 30, 2024, Center for Computational Science and Engineering.'. There is also an 'Office or DLC: *' field with a text input box and a 'Lookup' button.

Office or DLCI

Select the **Lookup** button to search for your unit. The pop up window will narrow the available unit names as you type into the **Search** box.

The screenshot shows a 'Department lookup' pop-up window. It has a search box with the text 'Biomed' entered. Below the search box is a list of department names: 'Aerospace Biomedical and Life Support Engineering', 'Center for Biomedical Innovation', 'Center for Biomedical Engineering', 'Laser Biomedical Research Center', and 'Whitehead Institute for Biomedical Research'. A message in the center of the list says 'There's no one selected'. At the bottom of the list, it says 'Showing 5 results.' and there is a 'show more' button.

Select the unit name from the list under **Name** and then choose the **Add This Department** button on the right side. If your unit is not in this list, contact reports@mit.edu.

Department lookup ×

Search:

Name	
Aerospace Biomedical and Life Support Engineering	<ul style="list-style-type: none"> ◦ short name: Center for Biomedical Innovation ◦ full name: Massachusetts Institute of Technology. Center for Biomedical Innovation
Center for Biomedical Innovation	<input type="button" value="Add This Department"/>
Center for Biomedical Engineering	
Laser Biomedical Research Center	
Whitehead Institute for Biomedical Research	

Showing 5 results.

Your selection will automatically populate the **Office or DLCI** box.

Office or DLC: *

Author

In the **Author** section, enter the **last name** and **first name** of your report author (*the head of the unit at the close of the reporting period*), then choose the **Add** button.

Author: *

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Enter the name of the author (the head of the unit at the close of the reporting period).

If there is more than one head of the department at the end of the reporting period, add each author using the same process. After adding your authors, you can rearrange the order of your authors using the up and down arrow buttons next to each name, or remove any authors by selecting the check box to the left of the name, then select the Remove button at the bottom of the list. *Note: The field at left is for the author's last name.*

Author: *

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Enter the name of the author (the head of the unit at the close of the reporting period).

Barnhart, Cynthia

Stuopis, Cecilia

Schuetz, Brian

Description

Enter a brief description of your report based on its content. This can be as simple as naming the section headings, for example: "This report contains the following sections: Current Goals, Objectives, Priorities; Accomplishments; Administrative Initiatives; Finances and Funding; Personnel Information; Teaching and Curriculum; and Research Activities."

Description: *

This report contains the following sections: Current Goals, Objectives, Priorities; Accomplishments; Administrative Initiatives; Finances and Funding; Personnel Information; Teaching and Curriculum; and Research Activities.

Follow this format to list the section headings: "This report contains the following sections: Current Goals, Objectives, Priorities; Accomplishments; Administrative Initiatives; Finances and Funding; Personnel Information; Teaching and Curriculum; and Research Activities."

Publication Date: *

Year	Month	Day
<input type="text" value="2024"/>	<input type="text" value="June"/>	<input type="text" value="30"/>

Enter the last day of the reporting period in YYYY-MM-DD format, e.g. 2024-06-30.

Publication Date

Enter 2025 in the **Year** field, select June in the **Month** dropdown, and enter 30 for **Day**. Use this date regardless of when you submit your 2025 report. Choose the **Next >** button to continue.

Upload File

Use **Choose File** to select your report PDF/A. Since you are only uploading a single file, select the **Next >** button.

DescribeUploadReviewComplete

Upload File(s)

File: *

Choose File

 No file chosen

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< PreviousSave & ExitNext >

Review Submission

The system will show you the information you entered for your report. Make any corrections, if needed, then submit the report by using the **Complete submission** button at the bottom.

Describe Upload Review **Complete**

Review Submission

Describe Item

Title: Report to the President for year ended June 30, 2024, Dean's Report, School of Engineering

Office or DLC: Massachusetts Institute of Technology, School of Engineering ↗

Author: Chandrakasan, Anantha ↗

Description: This report contains the following sections: Current Goals, Objectives, Priorities; Accomplishments; Administrative Initiatives; Finances and Funding; Personnel Information; Teaching and Curriculum; and Research Activities.

Publication Date: 2024-06-30

Upload File(s)

[YourDLCI-annualreport-2024.pdf](#) - Adobe PDF (Supported)

A confirmation message will appear when your submission is complete.

Submission complete

Thank you for your submission. If applicable, your submission will go through a review process before it is archived and publicly visible. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

Submission Status

You can review your submission status at any time by choosing **Submissions** (under My Accounts in the right-hand menu).

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Report to the President for year ended June 30, 20 ...	2024 Reports to the President	Accept/Reject

If your submission appears under **Submissions being reviewed**, you can select any unfinished submissions and remove them.

Submissions & Workflow tasks

Unfinished submissions

These are incomplete item submissions. You may also [start another submission](#).

	Title	Collection	Submitter
<input type="checkbox"/>	Untitled	2024 Reports to the President	email:Margaret Wong
<input type="checkbox"/>	Untitled	2024 Reports to the President	email:Margaret Wong
<input type="checkbox"/>	Untitled	2024 Reports to the President	email:Margaret Wong

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Report to the President for year ended June 30, 20 ...	2024 Reports to the President	Accept/Reject

What happens after you've submitted your report?

After reviewing your report to ensure that it includes required metadata (title, copyright, year, author, language) and has been formatted as a PDF/A-1, your report will be published in DSpace@MIT and become part of MIT's permanent archival collection.

After publication

Changes to a report after submission

If you have to correct a significant error, contact reports@mit.edu for guidance. Change requests for minor errors will not be approved.