

DUE DATES FOR FY 2014 – 2015 REPORTS AND OTHER TITLE III DOCUMENTS

ACTIVITY/REPORT DUE	DUE DATE	TIME PERIOD COVERED
Time and Effort Documentation <i>(Time Sheet)</i>	Due within one week of each pay period.	Full-Time Employees: 1 st thru 15 th and 16 th thru the last day of each month. Part-Time Employees: Submit <i>Time Sheets</i> based on the <i>Payroll Calendar</i> dates issued by the Office of Human Resources.
1 st Quarter Monitoring Report	March 6, 2015	October 1, 2014 – December 31, 2014
Review of Title III <i>Activities</i> and files	March 16 – 20, 2015	Title III Director will meet with Activity Directors (individually) to review <i>Activity</i> and files.
SPRING BREAK	March 23 – 28, 2015	SPRING BREAK
Review of Title III <i>Activities</i> and files	March 30 – April 2, 2015	Title III Director will meet with Activity Directors (individually) to review <i>Activity</i> and files.
2 nd Quarter Monitoring Report	April 30, 2015	January 1, 2015 – March 31, 2015
<ul style="list-style-type: none"> ▪ Budget Requests for 2015 – 2016 ▪ Requests to Change <i>Activity Objectives</i> 	May 29, 2015 <i>(Date may change due to U.S. Department of Education requirements)</i>	HBCU: October 1, 2015 – September 30, 2016. SAFRA: Write renewal grant (due date will be set by the U.S. Department of Education).
Title III Inventory	August 14, 2015	Covering the period of August 30, 2014 – August 14, 2015
3 rd Quarter Monitoring Report	August 31, 2015	April 1, 2015 – June 30, 2015
4 th Quarter Monitoring Report	October 30, 2015	Covering the period July 1, 2015 – September 30, 2015
Mandatory Title III Meeting	October 9, 2015 <i>(Tentative – depending on date of the President’s Luncheon).</i>	PSC Library Conference Room
Information needed to complete the <i>Annual Performance Report (APR)</i>	December 15, 2015 <i>(Due date may change depending on announcement by the U.S. Department of Education).</i>	Covering the period October 1, 2014 – September 30, 2015

If you are unable to meet any of the deadlines above, please contact the Title III Office to discuss *prior* to the deadline date.

Alvin Anglin, Title III Director
Christine Watson, Title III Assistant Director