

CHECKLIST AND DUE DATES FOR BUDGET DOCS AND FORMS

Important Note: These dates below are the due dates to the Provost Office, your College/Unit will likely require earlier dates to compile the reports.

- ❖ Dept/Schools:
 - The College will send the templates to the Units
 - ❖ Colleges/Units:
 - Access the templates in the Budget Docs Drive: Working Folder
 - Final Submission uploaded to your Budget Docs Drive: Final Folder
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Due February 14, 2019

- ✓ FY19 Instructional Costs Analysis Report (College Only)

Due March 7, 2019

- ✓ FY20 Base Provost IC Request (College Only)

Due March 13, 2019

- ✓ FY19 Annual Report
- ✓ FY20 Planning Document
- ✓ PERS 936– Request for Tenure Track Positions/Non – Tenure Track Positions (College Only)
- ✓ PERS 937 (if applicable) – Request for Strategic Budgeted Carryover and/or Provost Enhancements
- ✓ PERM Request (if applicable)

Due March 21, 2019

- ✓ Presentation PowerPoint (College Only)

Due June 14, 2019

- ✓ FY20 Supplemental IC Request (College Only)

Due July 15, 2019

- ✓ Provost Enhancement & SBC Accountability Report (if applicable)
- ✓ Supplemental Travel Accountability Report (College Only)