

# CHECKLIST AND DUE DATES

**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 March 26, 2021**

- ✓ FY21 Annual Report
- ✓ FY22 Planning Document
  - Include projected SBC request (initiative and projected amount) in Planning Document. PERS 937 SBC due at a later date.
  - All SBC requests submitted must meet the SBC Guidelines or they will not be approved.
- ✓ PERS 936– Request for Tenure Track Positions/Non – Tenure Track Positions (College Only)
- ✓ PERS 937 (if applicable) – Academic Enhancement Fund requests

## **Due May 7, 2021**

- ✓ Fall 2021 Reassigned Time Report (College Only)
- ✓ FY21 Course Budget Details Accountability Report (College Only)
- ✓ FY22 Base Provost IC Allocation will be announced (College Only)
- ✓ Dept/School NTT Buckets should be balanced and not sitting at a deficit
- ✓ Office of the Provost will sweep all positive variance and return to AIF in early June

## **Due June 11, 2021**

- ✓ Educational Diversity Enhancement Program Accountability Report (College Only)
- ✓ PERS 937 (if applicable) –Request for Strategic Budgeted Carryover
  - All SBC requests submitted must meet the SBC Guidelines or they will not be approved.
  - It is understandable and expected that final SBC requests may differ than from the FY 21 planning document.

## **Due July 16, 2021**

- ✓ SBC Accountability Report (if applicable)
- ✓ AEF Provost/ Provost Enhancement Accountability Report
- ✓ FY 21 RERIP Accountability Report (College Only)
- ✓ AEF TECH Accountability Report (College Only)

## **Due October 29, 2021**

- ✓ FY22 Supplemental IC Request (College Only)
- ✓ Spring 2022 Reassigned Time Report (College Only)