Data Reporting Calendar

Prepared by:
Office of Strategic Research
The Board office recognizes that the ultimate responsibility of accurate and timely data is the responsibility of the individual institutions. The Board office’s role is to accumulate and format this information for presentation to the Trustees, other policy makers, and the general public. The purpose of this Data Reporting Calendar is to provide a time sequence that will ensure timely information and the opportunity for the individual institutions to report data in an accurate manner.

Data listed as *Incoming MIS Data* should be submitted to the Office of Research and Planning. Data listed as *Incoming Financial Data* should be submitted to the Office of Finance and Administration. Data listed as *Incoming Facilities Data* should be submitted to the Office of Construction and Physical Affairs.

### MIS Delinquent and Preliminary Reporting Policies

#### Delinquent Reporting Policy

1. An institution’s data will be considered delinquent if not received in the Office of Research and Planning by noon on the first working day after its due date.

2. Once data become delinquent, a reminder will be sent by e-mail or fax to the institution’s representative on the Council of Institutional Research Officers (CIRO).

3. If data are not received after 3 working days from the due date, a written notice will be forwarded to the Commissioner who will subsequently contact the appropriate Institutional Executive Officer.

4. Once MIS data are submitted to the Board office, the Office of Research and Planning will return edit reports to the institutions within three working days.

#### Preliminary Reporting Policy

5. Any data received, whether it be in electronic or written format, will be considered preliminary for twenty (20) working days after the due date.

6. During this preliminary period, institutions will have the opportunity to audit and revise their data as well as provide written explanations to the Office of Research and Planning for any exceptions occurring in the data.

7. If the data still have a considerable number of problems after the preliminary period has expired, with no written explanations detailing the exceptions, the Commissioner and the appropriate Institutional Executive Officer will be notified of the type and frequency of the problems.

8. Once the preliminary period has expired, the data will become final and published by the Office of Research and Planning. It will subsequently be released to the Board, state legislature, media, and other agencies upon request.

9. To revise final data after the preliminary period has expired, the Institutional Executive Officer should provide a written statement detailing the reason for the requested change.

Note: Facilities, Budget and Financial information do not follow the MIS Delinquent and Preliminary Reporting Policies.
<table>
<thead>
<tr>
<th><strong>July</strong></th>
<th><strong>August</strong></th>
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<tbody>
<tr>
<td>Analysis of Positions Reports - June 2020</td>
<td>Analysis of Positions Reports - July 2020</td>
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<tr>
<td>3rd Working Day</td>
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<tr>
<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – May 2020</td>
<td>5-Year Strategic Plan - 2022-2026</td>
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<tr>
<td>July 3, 2020</td>
<td>August 3, 2020</td>
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<td>July 8, 2020</td>
<td>August 3, 2020</td>
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<tr>
<td>Final Version of 5-Year Strategic Plan 2022 - 2026 (1 copy)</td>
<td>Registration Opens to IPEDS Keyholders for the 2019-2020 Collection Cycle</td>
</tr>
<tr>
<td>July 24, 2020 (Amended deadline)</td>
<td>August 5, 2020</td>
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<tr>
<td>IPEDS Custom Comparison Group for Data Feedback Report</td>
<td>Federal Schedule of Expenditures - FY 2020</td>
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<td>July 12, 2020</td>
<td>August 15, 2020</td>
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<tr>
<td>Degrees Granted, Academic Year 2019-20</td>
<td>Cost of Attendance Spreadsheet - 2020-21</td>
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<td>July 15, 2020</td>
<td>August 15, 2020</td>
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<tr>
<td>Supplemental Student File - C2C/Military, Academic Year 2019-20</td>
<td>Vehicle Fleet Report – July 2020</td>
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<td>Federal Schedule of Expenditures - FY 2020</td>
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<td>Cost of Attendance Spreadsheet - 2020-21</td>
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<td>August 15, 2020</td>
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<td>Vehicle Fleet Report – July 2020</td>
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<td>August 15, 2020</td>
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</tbody>
</table>
GASB Financial Statements - FY 2020
(SNP/SRECNP/CF)
August 21, 2020

Incoming Financial Data

Summer Developmental Program/Accuplacer Spreadsheet
With Posttest Scores, Course Grades, & Comments Added
August 31, 2020

Incoming MIS Data

Bound Copy of University Operating Budget - FY 2021
(4 Copies + 1 electronic copy)
August 31, 2020

Incoming Financial Data

September

Space Inventory, March 2020 through August 2020
September 1, 2020

Incoming Facilities Data

Student Enrollment, Combined Summer Report
September 1, 2020

Incoming MIS Data

Intermediate Enrollment, Summer Term
September 1, 2020

Incoming MIS Data

Analysis of Positions Reports - August 2020
3rd Working Day

Incoming Financial Data

IPEDS Fall Collection Cycle Opens
September 2, 2020

IPEDS

GASB Financial Statements - FY 2020
(Note Disclosures)
September 18, 2020

Incoming Financial Data

Course Credit Hours, Combined Summer Report
September 15, 2020

Incoming MIS Data

Grade File, Combined Summer Report
September 15, 2020

Incoming MIS Data

Student Outcomes, Combined Summer Report
September 15, 2020

Incoming MIS Data

Vehicle Fleet Report – August 2020
September 15, 2020

Incoming Facilities Data

Degree Book - AY 2020
September 15, 2020

Publication

Report of Research and Sponsored Programs for the
Research Catalog - FY 2020
September 17, 2020

Incoming MIS Data
Summer Developmental Program/Accuplacer Spreadsheet Final Changes September 17, 2020

Fund Basis Financial Statements - FY 2020 September 27, 2020

Manpower Projection - As of September 1, 2020 Upon Notification

Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2021 Upon Notification

<table>
<thead>
<tr>
<th>October</th>
<th>Analysis of Positions Reports - September 2020 3rd Working Day</th>
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<tr>
<td></td>
<td>Student Enrollment, Fall Term (10-15th Day Census) October 1, 2020</td>
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<tr>
<td></td>
<td>Intermediate Enrollment, Fall Term (10-15th Day Census) October 1, 2020</td>
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<td>EAC Report Card - Initial Draft October 1, 2020</td>
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<td>Facilities Maintenance Expenditure Report - July 2019 Through June 2020 October 2, 2020</td>
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<td>Institutional Scholarship, Fellowship and Tuition Waiver Report - FY 2020 October 7, 2020</td>
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<td>Annual Report of Participation/Optional Fees - FY 2021 October 7, 2020</td>
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<td>Final Athletic Expenditures - FY 2020 October 7, 2020</td>
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<td>Additional Compensation Report - FY 2020 October 7, 2020</td>
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<td>IPEDS Fall Collection Cycle Closes to Keyholders October 14, 2020</td>
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Incoming MIS Data
Upload to Transparency
Incoming Financial Data
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Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Incoming Financial Data
Publication
Incoming Facilities Data
Incoming Financial Data
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Incoming Financial Data
IPEDS
Vehicle Fleet Report – September 2020  
October 15, 2020  
Incoming Facilities Data

University Research Catalog - FY 2020  
October 15, 2020  
Publication

Student Enrollment, Fall Term (October 15 Census)  
October 30, 2020  
Incoming MIS Data

Intermediate Enrollment, Fall Term (October 15 Census)  
October 30, 2020  
Incoming MIS Data

Annual Audit Report of Affiliated Organizations  
October 31, 2020  
Incoming Financial Data

Annual Report - Part II (List of Personnel and Salaries)  
FY 2020 (2 copies)  
October 31, 2020  
Incoming Financial Data

November

Analysis of Positions Reports - October 2020  
3rd Working Day  
 Incoming Financial Data

Facilities Maintenance Expenditure Report -  
July 2020 Through September 2020  
November 5, 2020  
 Incoming Facilities Data

Financial Monitoring Reports: E&G Funds/ Auxiliary Funds –  
July 2020 through September 2020 (Q1)  
November 8, 2020  
 Incoming Financial Data

Student Enrollment, Fall Term (November 1 Census)  
November 15, 2020  
Incoming MIS Data

Intermediate Enrollment, Fall Term (November 1 Census)  
November 15, 2020  
Incoming MIS Data

Vehicle Fleet Report – October 2020  
November 15, 2020  
Incoming Facilities Data

Fall Enrollment Fact Sheet  
November 30, 2020  
Publication

December

Analysis of Positions Reports - November 2020  
3rd Working Day  
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IPEDS Winter & Spring Collection Cycle Opens  
December 9, 2020  
IPEDS
Scholarships and Financial Aid, Academic Year 2019-2020  
December 15, 2020  
Incoming MIS Data

Faculty Biographical, Fall Term  
December 15, 2020  
Incoming MIS Data

Employee Demographics, Fall Term  
December 15, 2020  
Incoming MIS Data

Faculty Salary Survey  
December 15, 2020  
Incoming MIS Data

IPEDS GRS, Degrees Granted, Summer 2020  
December 15, 2020  
Incoming MIS Data

IPEDS GRS, Revised Freshman Cohort, Fall 2014  
December 15, 2020  
Incoming MIS Data

Vehicle Fleet Report – November 2020  
December 15, 2020  
Incoming Facilities Data

DFA Internal Control Assessment and Certification  
December 16, 2020  
Incoming Financial Data

**January**

Analysis of Positions Reports - December 2020  
3rd Working Day  
Incoming Financial Data

Incoming Financial Data

Fall Enrollment Fact Book  
January 15, 2021  
Publication

IHL Fast Facts  
January 15, 2021  
Publication

Vehicle Fleet Report – December 2020  
January 15, 2021  
Incoming Facilities Data

Program Expenditures Report - Semi-Annual - FY 2021  
January 17, 2021  
Incoming Financial Data

**February**

Student Outcomes, Fall Term  
February 1, 2021  
Incoming MIS Data

Course Credit Hours, Fall Term  
February 1, 2021  
Incoming MIS Data
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<th>Date</th>
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<td>Analysis of Positions Reports - January 2021</td>
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<td>Facilities Maintenance Expenditure Report - January 2020 Through</td>
<td>Incoming Facilities Data</td>
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<td>December 2020</td>
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<td>February 6, 2021</td>
<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – October</td>
<td>Incoming Financial Data</td>
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<td>2020 through December 2020 (Q2)</td>
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<td>IPEDS Winter Collection Cycle Closes to Keyholders</td>
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<td>February 15, 2021</td>
<td>Manpower Projection - As of January 31, 2021</td>
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<td>March 1, 2021</td>
<td>Space Inventory, September 2020 through February, 2021</td>
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<td>March 3, 2021</td>
<td>Analysis of Positions Reports - February 2021</td>
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<td>SREB Longitudinal Progression Report</td>
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<td>April 15, 2021</td>
<td>Vehicle Fleet Report – March 2021</td>
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<td>April 15, 2021</td>
<td>Student Enrollment, Spring Term (April 1 Census)</td>
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<td>Intermediate Enrollment, Spring Term (April 1 Census)</td>
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<td>Annual Report of Complimentary Athletic Tickets - FY 2021</td>
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<td>Annual Athletic Operating Budget - FY 2022</td>
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<td>May 29, 2021</td>
<td>Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2022</td>
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<td>May 29, 2021</td>
<td>Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2022</td>
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<td>Consolidation of Operating Budgets - FY 2022</td>
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<td>June 1, 2021</td>
<td>Course Credit Hours, Spring Term</td>
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<td>May 3rd Working Day</td>
<td>Analysis of Positions Reports - May 2021</td>
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Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – April 2021
Incoming Financial Data
June 5, 2021

Student Outcomes, Spring Term
Incoming MIS Data
June 15, 2021

Grade File, Spring Term
Incoming MIS Data
June 15, 2021

Tables A through F and Accuplacer Pretest Printouts,
Summer Developmental Program Reporting Guide
Incoming MIS Data
June 15, 2021

Vehicle Fleet Report – May 2021
Incoming Facilities Data
June 15, 2021

IHL System Profile
Publication
June 30, 2021

Additional Financial Data

The due date for the following data/reports has not been specified. Each institution will be notified when the due date has been determined.

MBRs
Required by LBO
June Payroll Reports
Required by LBO
July Payroll Reports
Required by LBO
December Payroll Reports
Required by LBO

Contact Information:

Office of Strategic Research: (601) 432-6445
Office of Finance and Administration: (601) 432-6142
Office of Real Estate and Facilities: (601) 432-6233