Data Reporting Calendar

Prepared by:
Office of Strategic Research
Data Reporting Calendar

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.
### July

- **Analysis of Positions Reports - June 2022**
  - 3rd Working Day
  - *Incoming Financial Data*

- **Financial Monitoring Reports: E&G Funds/ Auxiliary Funds – May 2022**
  - July 1, 2022
  - *Incoming Financial Data*

- **Final Version of 5-Year Strategic Plan**
  - 2024 - 2028 (1 copy)
  - July 7, 2022
  - *Incoming MIS Data*

- **Quarterly Report of Employment - April 2022 Through June 2022**
  - July 8, 2022
  - *Incoming Financial Data*

- **SREB Longitudinal Progression Report**
  - TBD
  - *Incoming MIS Data*

- **5-Year Strategic Plan - 2024-2028**
  - July 15, 2022
  - *To LBO*

- **IPEDS Custom Comparison Group for Data Feedback Report**
  - July 15, 2022
  - *IPEDS*

- **Degrees Granted, Academic Year 2021-22**
  - July 15, 2022
  - *Incoming MIS Data*

- **Supplemental Student File - C2C/Military, Academic Year 2021-22**
  - July 15, 2022
  - *Incoming MIS Data*

- **Vehicle Fleet Report – June 2022**
  - July 15, 2022
  - *Incoming Facilities Data*

- **Program Expenditures Report - Annual - FY 2022**
  - July 22, 2022
  - *Incoming Financial Data*

### August

- **Analysis of Positions Reports - July 2022**
  - 3rd Working Day
  - *Incoming Financial Data*

- **Registration Opens to IPEDS Keyholders for the 2022-2023 Collection Cycle**
  - August 10, 2022
  - *IPEDS*

- **Schedule of Expenditures of Federal Awards (SEFA) - FY 2022**
  - August 12, 2022
  - *Incoming Financial Data*

- **Cost of Attendance Spreadsheet - 2022-23**
  - August 15, 2022
  - *Incoming MIS Data*
Vehicle Fleet Report – July 2022
August 15, 2022

GASB Financial Statements - FY 2022
(SNP/SRECNP/CF)
August 26, 2022

Summer Developmental Program/Accuplacer Spreadsheet
With Posttest Scores, Course Grades, & Comments Added
August 31, 2022

Bound Copy of University Operating Budget - FY 2023
(4 Copies + 1 electronic copy)
August 31, 2022

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**September**

Space Inventory, March 2022 through August 2022
September 1, 2022

Student Enrollment, Combined Summer Report
September 1, 2022

Intermediate Enrollment, Summer Term
September 1, 2022

Analysis of Positions Reports - August 2022
3rd Working Day

IPEDS Fall Collection Cycle Opens
September 7, 2022

Course Credit Hours, Combined Summer Report
September 15, 2022

Grade File, Combined Summer Report
September 15, 2022

Student Outcomes, Combined Summer Report
September 15, 2022

Vehicle Fleet Report – August 2022
September 15, 2022

Degree Book - AY 2022
September 15, 2022

GASB Financial Statements - FY 2022
(Note Disclosures)
September 16, 2022
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Source</th>
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<tbody>
<tr>
<td>September 17, 2022</td>
<td>EAC Report Card - Initial Draft</td>
<td>Publication</td>
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<td>Summer Developmental Program/Accuplacer Spreadsheet Final Changes</td>
<td>Incoming MIS Data</td>
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<td>September 17, 2022</td>
<td>Fund Basis Financial Statements - FY 2022</td>
<td>Upload to Transparency</td>
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<td>Manpower Projection - As of September 1, 2022</td>
<td>Incoming Financial Data</td>
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<td>Operating Budget (by Function) for Enhancement and Restricted Funds - FY 2023</td>
<td>Incoming Financial Data</td>
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<td>October</td>
<td>Analysis of Positions Reports - September 2022</td>
<td>Incoming Financial Data</td>
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<tr>
<td>3rd Working Day</td>
<td>Report of Research and Sponsored Programs for the Research Catalog - FY 2022</td>
<td>Incoming MIS Data</td>
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<td>October 1, 2022</td>
<td>Facilities Maintenance Expenditure Report - July 2021 Through June 2022</td>
<td>Incoming Facilities Data</td>
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<td>October 7, 2022</td>
<td>Institutional Scholarship, Fellowship and Tuition Waiver Report - FY2022</td>
<td>Incoming Financial Data</td>
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<td>October 7, 2022</td>
<td>Annual Report of Participation/Optional Fees - FY 2022</td>
<td>Incoming Financial Data</td>
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<td>October 7, 2022</td>
<td>Final Athletic Expenditures - FY 2022</td>
<td>Incoming Financial Data</td>
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<td>October 7, 2022</td>
<td>Additional Compensation Report - FY 2022</td>
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<td>October 15, 2022</td>
<td>Vehicle Fleet Report – September 2022</td>
<td>Incoming Facilities Data</td>
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IPEDS Fall Collection Cycle Closes to Keyholders
October 19, 2022

University Research Catalog - FY 2022
October 31, 2022

Annual Audit Report of Affiliated Organizations
October 31, 2022

Annual Report - Part II (List of Personnel and Salaries)
FY 2022
October 31, 2022

**November**

Analysis of Positions Reports - October 2022
3rd Working Day

Financial Monitoring Reports: E&G Funds/Auxiliary Funds –
July 2022 through September 2022 (Q1)
November 4, 2022

Facilities Maintenance Expenditure Report -
July 2022 Through September 2022
November 5, 2022

Student Enrollment, Fall Term (November 1 Census)
November 15, 2022

Intermediate Enrollment, Fall Term (November 1 Census)
November 15, 2022

Vehicle Fleet Report – October 2022
November 15, 2022

**December**

Analysis of Positions Reports - November 2022
3rd Working Day

IPEDS Winter & Spring Collection Cycle Opens
December 7, 2022

Scholarships and Financial Aid, Academic Year 2021-2022
December 15, 2022

Instructional (Faculty Biographical), Fall Term
December 15, 2022
Employee Demographics, Fall Term
December 15, 2022

Faculty Salary Survey
December 15, 2022

IPEDS GRS, Degrees Granted, Summer 2022
December 15, 2022

IPEDS GRS, Revised Freshman Cohort, Fall 2016
December 15, 2022

Vehicle Fleet Report – November 2022
December 15, 2022

DFA Internal Control Assessment and Certification
December 30, 2022

**January**

Analysis of Positions Reports - December 2022
3rd Working Day

Quarterly Report of Employment - October 2022 Through December 2022
January 6, 2023

Program Expenditures Report - Semi-Annual - FY 2023
January 13, 2023

Vehicle Fleet Report – December 2022
January 15, 2023

**February**

Student Outcomes, Fall Term
February 1, 2023

Course Credit Hours, Fall Term
February 1, 2023

IHL Fast Facts
February 1, 2023

Grade File, Fall Term
February 1, 2023

Analysis of Positions Reports - January 2023
3rd Working Day
Facilities Maintenance Expenditure Report - January 2022 Through December 2022
February 6, 2023

IPEDS Winter Collection Cycle Closes to Keyholders
February 8, 2023

Financial Monitoring Reports: E&G Funds/Auxiliary Funds – October 2022 through December 2022 (Q2)
February 10, 2023

Fall Enrollment Fact Book
February 15, 2023

Vehicle Fleet Report – January 2023
February 15, 2023

Manpower Projection - As of January 31, 2023
Upon Notification

March

Space Inventory, September 2022 through February, 2023
March 1, 2023

Analysis of Positions Reports - February 2023
3rd Working Day

Vehicle Fleet Report – February 2023
March 15, 2023

April

Analysis of Positions Reports - March 2023
3rd Working Day

IPEDS Spring Collection Cycle Closes to Keyholders
April 5, 2023

Quarterly Report of Employment - January 2023 Through March 2023
April 7, 2023

Vehicle Fleet Report – March 2023
April 15, 2023

Student Enrollment, Spring Term (April 1 Census)
April 15, 2023
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>April 15, 2023</td>
<td>Intermediate Enrollment, Spring Term (April 1 Census)</td>
<td>Incoming MIS Data</td>
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<td>April 28, 2023</td>
<td>Annual Report of Complimentary Athletic Tickets - FY 2023</td>
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<td>April 28, 2023</td>
<td>Facilities Maintenance Expenditure Report</td>
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<td>May 5, 2023</td>
<td>Analysis of Positions Reports - April 2023</td>
<td>Incoming Financial Data</td>
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<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – January 2023 through March 2023 (Q3)</td>
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<td>May 15, 2023</td>
<td>Vehicle Fleet Report – April 2023</td>
<td>Incoming Facilities Data</td>
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<tr>
<td>May 15, 2023</td>
<td>Annual Operating Budget for Operations and Maintenance, including Plant Funds - FY 2024</td>
<td>Incoming Facilities Data</td>
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<td>May 15, 2023</td>
<td>Consolidation of Operating Budgets - FY 2024</td>
<td>Incoming Financial Data</td>
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<td>June 1, 2023</td>
<td>Annual Athletic Operating Budget - FY 2024</td>
<td>Incoming Financial Data</td>
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<td>June 1, 2023</td>
<td>Annual Budget of Institutional Scholarships, Fellowships and Tuition Waivers - FY 2024</td>
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<td>June 1, 2023</td>
<td>Course Credit Hours, Spring Term</td>
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<td>June 5, 2023</td>
<td>Analysis of Positions Reports - May 2023</td>
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<td>June 5, 2023</td>
<td>Financial Monitoring Reports: E&amp;G Funds/ Auxiliary Funds – April 2023</td>
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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
- June Payroll Reports
- July Payroll Reports
- December Payroll Reports

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