

**TITLE III**

**MONTHLY REPORTS SCHEDULE**

**2025-2026**

**All reports are due by the 15th of each designated month unless otherwise noted below:**

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| **November** | * **Time and Effort Report (October)** |
| **December** | * **Time and Effort Report (November)** |
| **January**  ***25% Expenditure*** | * **Time and Effort Report (December)** * **Equipment Inventory Report** * **1st Quarterly Report (October – December)** |
| **February** | * **Time and Effort Report (January)** |
| **March**  ***50% Expenditure*** | * **Time and Effort Report (February)** |
| **April** | * **Time and Effort Report (March)** * **Mid-Year Report (January –March)-**    + **Due by April 10th - serves as part of the formative evaluation process** * **Equipment Inventory Report** |
| **May** | * **Time and Effort Report (April)** |
| **June**  ***75% Expenditure*** | * **Time and Effort Report (May)** |
| **July** | * **Time and Effort Report (June)** * **3rd Quarterly Report (April – June)** * **Equipment Inventory Report** |
| **August** | * **Time and Effort Report (July)** |
| **September**  ***100% Expenditure*** | * **Time and Effort Report (August)** |
| **October** | * **Time and Effort Report (September)** * **End-of-the-Year Report (October – September)**   + **Due October 31st – serves as part of the summative evaluation process** * **Equipment Inventory Report** |

Reminder: Anyone paid by Title III funds (i.e., salaries [1%-100%] are **REQUIRED** to submit a Time and Effort Report to the Title III Office. All faculty working during the summer months are included.