

**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)**
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| **December** | * **Time and Effort Report (November)**
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| **January*****25% Expenditure*** | * **Time and Effort Report (December)**
* **Equipment Inventory Report**
* **1st Quarterly Report (October – December)**
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| **February**  | * **Time and Effort Report (January)**
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| **March** ***50% Expenditure***  | * **Time and Effort Report (February)**
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| **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**
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| **May** | * **Time and Effort Report (April)**
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| **June*****75% Expenditure*** | * **Time and Effort Report (May)**
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| **July** | * **Time and Effort Report (June)**
* **3rd Quarterly Report (April – June)**
* **Equipment Inventory Report**
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| **August** | * **Time and Effort Report (July)**
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| **September*****100% Expenditure***  | * **Time and Effort Report (August)**
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| **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**
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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.