

Spelman College
Title III 2025-2026 Calendar of Important Dates

*Tentative: Dates are subject to change.

Important Dates	September
9/30	Title III Team End of Year Review Meeting with the External Evaluator
9/30	2024-2025 Grant Year ends
October	
10/1	2025-2026 Grant Year begins
10/1	Budgets loaded and mapped in Banner
10/15	2024-2025 End of Year/Final Progress Reports due (October – September)
10/15	Title III Effort Certification due on Etreive
10/24	FUTURE Act and HBCU B Activity Directors 2025 – 2026 Phase II review meetings with Title III Staff
November	
Nov	External Summative Evaluation Meetings for 2025-2026 Grant Year
11/15	Begin the process of preparing Annual Performance Reports (APR) for submission to USDE
December	
12/1	First Quarter Budget Revision Deadline
12/31	25% of allocated funds should be expended or encumbered
January	
1/15	First Quarter reconciliation with Grants and Contracts
1/4 – 2/15	Begin preparation of Phase I Report for 2023 due to U.S. Department of Education
1/15 – 3/31	Annual Performance Reports (APR) for 2023-2024 due to the U.S. Department of Education
1/24	Activity Directors General Meeting
1/31	Equipment Purchase Deadline
February	
2/15 – 2/28	End of First Quarter Activity Director Budget Meeting
March	
3/31	Procurement Deadline for Office, Instructional, Lab, and Computer supplies
3/31	Requests for Lecturer, Speaker, Facilitator Deadline
3/31	Second Quarter Budget Revision Deadline
3/31	50% of allocated funds should be expended or encumbered
April	
4/15	Second Quarter reconciliation with Grants and Contracts
4/15	2025-2026 Mid-Year Report due (Reporting period: October 1– March 31)
4/15	75% of carry-over funds must be encumbered and/or expended
4/15	Title III Effort Certification due on Etreive
4/20 – 4/29	Title III Mid-Year Review meetings with each reporting Division and Activity
4/30	2025-2026 FUTURE Act proposals due back to Title III Office
May	
5/2	Tentative HBCU proposed budgets for the 2026-2027 grant year will be sent to activities
5/2 – 5/13	Mid-Year External Evaluation for 2025-2026 Grant Year
June	
6/1	Funds not encumbered or expended, and no mitigating circumstances communicated will be reallocated by the Title III Director.
6/3	2026-2027 HBCU B Phase II (Budgets) Proposals from Activity Directors are due to Title III Office
6/30	2026-2027 HBCU B Phase II Proposals finalized and submitted to USDE
July	
7/15	Third Quarter Reconciliation with Grants and Contracts

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7/31	75% of allocated funds must be expended or encumbered
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August

8/16 - 8/31	2026-2027 Budget Allocations received from the U.S. Department of Education
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8/31	100% of No Cost Extension and Carry-over funds must be expended or encumbered
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8/31	100% of 2025-2026 Title III grant funds must be encumbered
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September

9/15	100% of 2025-2026 Title III grant funds must be expended
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9/30	2025-2026 Title III Grant Year ends
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Budget Revisions

- Only two (2) budget revisions per year are allowed.
- No budget revisions will be allowed after March 31.

Encumbrances

- Purchase Orders (POs) should be liquidated each month to release encumbered funds that will not be expended, where possible.
- Inform Title III Staff of mitigating circumstances that may prevent the liquidation of encumbrances within thirty (30) days.

Unused funds

- Unused carryover funds from previous years will be relocated by May 31, 2025.
- Funds not expensed or encumbered as of June 1 will be reallocated at the discretion of the Title III Director.

Inventory

- An audit of equipment may be conducted at any time at the discretion of the Title III Director.