Spelman College
Title III 2026-2027 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	2025-2026 Grant Year ends
	October
10/1	2026-2027 Grant Year begins
10/1	Budgets loaded and mapped in Banner
10/15	**2025-2026 End of Year/Final Progress Reports due (October 2025 – September 2026)**
10/15	**Title III Effort Certification due on Etreive**
10/24	FUTURE Act and HBCU B Activity Directors 2026 – 2027 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 2027 due to U.S. Department of Education
1/15 – 3/31	**Annual Performance Reports (APR) for 2025-2026 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	**2026-2027 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**
4/30	**2027-2031 HBCU B Phase II (Budgets) Proposals from Activity Directors are due to Title III Office**
4/20 – 4/29	Title III Mid-Year Review meetings with each reporting Division and Activity
4/30	2027-2028 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 2026-2027 Grant Year
5/28	**2027-2031 HBCU B Comprehensive Development Plan finalized and submitted to USDE**
	June
6/1	**Funds not encumbered or expended, and no mitigating circumstances communicated will be reallocated by the Title III Director.**
	July
7/15	**Third Quarter Reconciliation with Grants and Contracts**
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
8/31	**100% of No Cost Extension and Carry-over funds must be expended or encumbered**
8/31	**100% of 2026-2027 Title III grant funds must be encumbered**
September	
9/15	**100% of 2026-2027 Title III grant funds must be expended**
9/30	**2026-202 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, 2026.
- 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.