Annual Steady-State Planning Cycle

July 2022 Through June 2023

First Quarter

July
- Final June Close
- Close FY22
- FY22 Year End Analysis
- Section 117 Report Due (Jan-June)

August
- Final FY22 Reviews
- Endowed Chair Wkshs to Dept. Mgrs.
- Request US News Report from David Elliott
- FY23 Grad Stud. Match Policy
- FY23 CSE IDC Policy

September
- 3 YR Plan Guidelines
- End. Chair Memos & Worksheets to Chairholders
- US News & ASEE Reporting Pre-Plan
- Review YTD Salary Chargebacks

October
- BOT Meeting- 10/14/22
- Q1 Forecast Due 10/??/22
- Q1 Operating Report 11/??/22
- 3 YR Plan UGEN/ Schools

November
- Q1 Review Meetings
- 3 YR Plan: Update Strategic Hire Fund & Faculty Recruitment
- US News Deadline (Check Dates)
- 11/1: Submit Emeriti Appts with 1/1 Effective Date to Provost

December
- Dec 31. Hard Close (1/??/23)
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- Generate Prior Year AY Report
- 3 YR Plans Due 12-2022 (TBD)
- 12/1: Submit P&T Files to Provost

CWRU PLANNING CYCLE: CSE Dean’s Office

January
- Q2 Forecast Due 1-??-23
- Prelim FY23 UGEN IDC Budget Guidelines 1-??-23
- Spring 2023 Endowed Student Support to Dept. Managers
- ASE Deadline (Date TBD)
- Section 117 Report Due (July-Dec)

February
- BOT Meeting- 2/17/23
- Q2 Review Meetings
- Final FY24 Budget Guidelines Released 2/2023 (TBD)
- FY23 Budget Templates to Dept. Managers

March
- FY24 Budgets Due 3-2023 (TBD)
- Review YTD Cost Share
- Review YTD Salary Chargebacks

April
- FY24 Budgets Reviewed 4-1 thru 4-30
- Q3 Forecast Due 4-??-23
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- 4/1: Submit Emeriti Appts. w/ 7/1 Effective Dates to Provost

May
- FY24 Preliminary Budget Finance Cmmt 5-??-23
- Q3 Review Meetings
- FY23 May Close
- Review April Cost Share
- Review April Salary Chargebacks

June
- FY24 FINAL Budget to BOT 6/9/23
- Finalize FY24 Budget in System & GL Preliminary June Close
- 6/1: Submit 3rd Yr. Reviews for TT Faculty to Provost

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Annual Steady-State Planning Cycle
July 2022 Through June 2023

First Quarter
July
- Final DUP, ESRI Data for FY22
- Close
- Final June
- Close FY22
- Section 117 Report Due (Jan-June)

August
- Review Prior Year Q4 End Data
- Endowed Chair Wks (Mgrs. Review)
- 8/1: Fall Teaching Appointments Due

September
End Chair Memos & Worksheets to Chairholders
Fall 2022 End. Stud. Support to Dept. Mgrs.
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- Effort Variance Report (2nd Half & Fall 2022) Due 9/19/22

October
Q1 Forecast Due to Dean’s Office 10-7-22
- 10/1: P&T files due
- 10/1: Emeriti appointments with 1/1 effective date due

November
3 YR Plan: Update Strategic Hire Fund & Faculty Recruitment (if requested)
- Effort Certification (1st Half & Spring 2022) Due 11/22 (date TBD)

December
Dec 31. Hard Close (1/??/23)
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- Review Prior Year AY Worksheets
- 12/1: Spring teaching appts. due

CWRU PLANNING CYCLE: CSE Department Managers

January
- Q2 Forecast Due to Dean’s Office 1-??-23
- Spring 2023 Endowed Student Support to Dept. Managers
- 1/1: Sabbatical requests for following AY due
- Section 117 Report Due (July-Dec)

February
- Final FY24 Budget Guidelines Released 2/2023 (TBD)
- FY24 Budget Templates to Dept. Managers
- Effort Variance Report (1st Half & Spring 2022) Due 2/23 (date TBD)

March
- FY24 Budgets Due 3-2023 (TBD)
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- 3/2023: 3rd Yr. Review Files Due

April
- Q3 Forecast Due to Dean’s Office 4-7-23
- Review YTD Cost Share
- Review YTD Salary Chargebacks
- 4/30: Summer Sal. Requests due
- 4/30: Special Faculty lists due

May
- FY23 May Close 5-31-23* Est.
- Review April Cost Share
- Review April Salary Chargebacks
- 5/15: Summer teaching appts. Due

June
- Preliminary June Close 6-30-23* Est.
- Effort Certification (2nd Half & Fall 2021) Due 6/23 (date TBD)