

*First
Quarter*

Annual Steady-State Planning Cycle

*Second
Quarter*

July 2022 Through June 2023

July

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

August

Final FY22 Reviews
Endowed Chair Wkshts 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
Fall 2022 End. Stud. Support to Dept. Mgrs.
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 Apts 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

*Third
Quarter*

CWRU PLANNING CYCLE: CSE Dean's Office

*Fourth
Quarter*

January

Q2 Forecast Due 1-??-23
Prelim FY23 UGEN IDC Budget Guidelines **1-??-23**
Spring 2023 Endowed Student Support to Dept. Managers
ASEE 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 Apts. 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



First
Quarter



Annual Steady-State Planning Cycle

July 2022 Through June 2023

Second
Quarter

July

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

August

Review Prior
Year Q4
End Data
Endowed
Chair Wkst
(Mgrs.
Review)
8/1: Fall
Teaching
Appointme
nts 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-??-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

Third
Quarter

CWRU PLANNING CYCLE: CSE Department Managers

Fourth
Quarter

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-??-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)

