

First
Quarter

Annual Steady-State Planning Cycle

Second
Quarter

July 2024 Through June 2025

July

Final June Close
Close FY24
FY24 Year End Analysis

Section 117 Report Due (Jan-June)

BOT Meeting 7/16/24

August

Final FY24 Reviews

Endowed Chair Wkshts to Dept. Mgrs.
Request US News Report from David Elliott
FY25 Grad Stud. Match Policy
FY25 CSE IDC Policy

September

3 YR Guidelines
End. Chair Memos & Worksheets to Chairholders
Fall 2024 End. Stud. Support to Dept. Mgrs.
US News & ASEE Reporting Pre-Plan
Review YTD Salary Chargebacks & CSR

October

BOT Meeting- 10/25/24

Q1 Forecast Due est. 10/20/24

Q1 Operating Report 11/??/24

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
Review YTD Salary Chargebacks & CSR

December

Dec 31. Hard Close est 12/31/24

Review YTD Cost Share
Review YTD Salary Chargebacks
Generate Prior Year AY Report
3 YR Plans Due **12-2024 (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-??-25

Prelim FY26 UGEN IDC Budget Guidelines **1-??-25**

Spring 2025 Endowed Student Support to Dept. Managers
ASEE Deadline (Date TBD)

Section 117 Report Due (July-Dec)

February

BOT Meeting- TBD Q2 Review Meetings

Final FY25 Budget Guidelines Released **2/2024 (TBD)**

FY25 Budget Templates to Dept. Managers
Review YTD Cost Share
Review YTD Salary Chargebacks

March

FY26 Budgets Due 3-2024 (TBD)

April

FY26 Budgets Reviewed **4-1 thru 4-30**

Q3 Forecast Due 4-??-25

Review YTD Cost Share
Review YTD Salary Chargebacks

4/1: Submit Emeriti Appts. w/ 7/1 Effective Dates to Provost

May

FY26 Preliminary Budget to Finance Cmmt 5-??-25

Q3 Review Meetings

FY25 May Close
Review April Cost Share
Review April Salary Chargebacks

June

FY26 FINAL Budget to BOT 6/??/25

Finalize FY26 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

Second
Quarter

July 2024 Through June 2025

July

Final DUP,
ESRI Data
for FY24
Close
Final June
Close
Close FY24
**Section 117
Report Due
(Jan-June)**

August

Review Prior Year Q4
End Data
Endowed Chair Wkst
(Mgrs. Review)
8/1: Fall Teaching
Appointments Due
Effort Variance
Reconciliation (2nd
Half - 12m appts; Fall
semester for 9m
appts; Summer for
9m appts) Due **8/20**

September

End. Chair Memos &
Worksheets to
Chairholders
Fall 2024 End. Stud.
Support to Dept. Mgrs.
Review YTD Cost Share
Review YTD Salary
Chargebacks
9/24/2024: Emeriti
appointments with 1/1
effective date due

October

**Q1 Forecast
Due to
Dean's
Office TBD**
10/1: P&T files
due
Effort Cert. (1st
Half - 12m
appts & Spring
2024) Due
10/31

November

3 YR Plan: Update
Strategic Hire Fund &
Faculty Recruitment
(if requested)
Review YTD Cost Share
Review YTD Salary
Chargebacks

December

**Dec 31. Hard Close
est 12/31/24**
Review YTD Cost Share
Review YTD Salary
Chargebacks
Review Prior Year AY
Worksheets
12/1: Spring teaching
appts. Due
Effort Variance Report
(1st Half & Spring
2024) Due **12/31**

Third
Quarter

CWRU PLANNING CYCLE: CSE Department Managers

Fourth
Quarter

January

**Q2 Forecast Due to
Dean's Office
1-??-24**
Spring 2024 Endowed
Student Support to
Dept. Managers
1/1: Sabbatical requests
for following AY due
**Section 117 Report
Due (July-Dec)**

February

Final FY26 Budget
Guidelines
Released **2/2025**
(TBD)
FY26 Budget
Templates to
Dept. Managers
Review YTD Cost
Share
Review YTD Salary
Chargebacks

March

**FY26 Budgets
Due 3-2026
(TBD)**
3/2025: 3rd Yr.
Review Files
Due

April

**Q3 Forecast Due to
Dean's Office
4-??-25**
Review YTD Cost
Share
Review YTD Salary
Chargebacks
4/30: Summer Sal.
Requests due
4/30: Special Faculty
lists due

May

FY25 May Close **5-
31-25* Est.**
Review YTD Cost Share
Review YTD Salary
Chargebacks
5/15: Summer
teaching appts. Due
Effort Cert. (2nd Half -
12m appts., Fall
semester for 9m appts,
Summer for 9m appts
2024) Due 5/20

June

Preliminary June
Close **6-30-
25* Est.**

