

**Clark Atlanta A&M University
Title III Calendar of Events
2009**

- **Graduate and Undergraduate Phase I Data** submissions to DOE - April 16, 2009
- **CCRAA Interim Progress Report Drafts due-** April 24, 2009
- **CCRAA Interim Progress Report due in Washington, DC** - April 30, 2009
- **Activity Directors' Meeting** – May 7 or 8, 2009
- **Phase II Due in Title III Office** – May 15, 2009
- **Phase II Undergraduate and Graduate Narratives and Budget** submission to DOE - Date to be announced by DOE (Est.: May 30, 2009)
- **Time and Effort Reports** – Due the fifth working day of each month
- **Quarterly Activity Report** submission to the Title III Coordination Office –Due the 15th day after the end of each quarter (April, July, October and January)
- **National Association of HBCU Title III Administrators, Inc. Annual Technical Workshop;** Memphis, Tennessee - June 22-26, 2009
Note: Title III Office will be closed
- **4th Quarter Begins** - July 1, 2009
- **Budget Sweep** (if needed) - July 1, 2009
- **Activity Directors' Meeting** – August (Date to be announced)
- **Deadline date for End of Year Expenditures** - August 31, 2009
 - During this time the Administrative Office will conduct reconciliation
- **Prepare 2009-10 personnel contracts and budget account numbers** – September
- **Un-used funds (2002-2007) revert to U.S. Treasury** – September 30, 2009
- **2008-09 Fund Year ends (All accounts should be closed)** – September 30, 2009
- **New Funding Year Begins** - October 1, 2009 – September 30, 2010
- **Activity Directors Meeting** – October, 2009
- **Annual Progress Reports** for both the HBCU and HBGI Programs are due – December 31, 2009