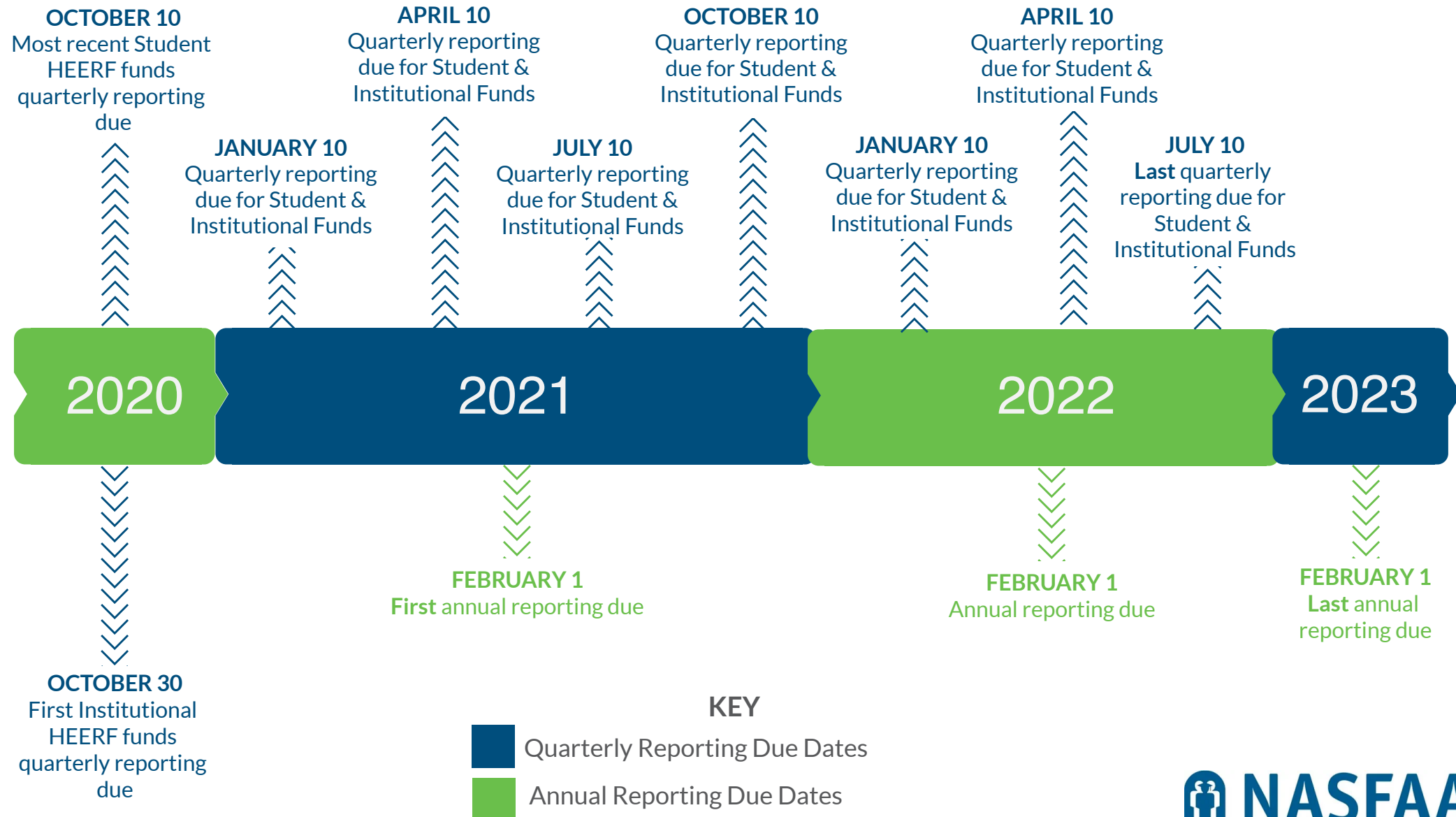


# HEERF REPORTING TIMELINE

## STUDENT & INSTITUTIONAL FUNDS

\*See following page for reporting requirements.



# HEERF REPORTING REQUIREMENTS

## STUDENT & INSTITUTIONAL FUNDS

### QUARTERLY REPORTING

There are 2 separate quarterly reports that must be posted on an institution's primary website.

#### 1) Reporting of student share funding which includes:

- An acknowledgement that the institution signed and returned the Certification and Agreement form & the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide HEERF grants to students.
- The total amount of funds that the institution will receive or has received from ED
- The total amount of HEERF grants distributed to students
- The estimated total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive HEERF Student Funds.
- The total number of students who have received an HEERF grant.
- The method(s) used by the institution to determine which students receive HEERF grants and how much they would receive.
- Any instructions, directions, or guidance provided by the institution to students concerning the HEERF grants.

#### 2) Posting of the Quarterly Budget and Expenditure Form (QBER) for institutional share reporting which can be found [here](#).

### ANNUAL REPORTING

Submission of a form\* through ED portal of institutional and student share HEERF spending.

*\*currently in notice and comment phase; final expected in December.*

### AFTER FUNDS ARE FULLY SPENT

**STUDENT FUNDS:** Indicate on primary institutional website that the final quarterly posting is the final report that covers all remaining HEERF fund expenditures for Section 18004(a)(1) Student Portion funds. After posting that report, no more quarterly public reporting of Section 18004(a)(1) Student Portion funds is required.

**INSTITUTIONAL FUNDS:** Check the box on the on the quarterly budget and expenditure form that it is the "final report" that covers all remaining HEERF fund expenditures for 18004(a)(1) Institutional Portion, (a)(2), and (a)(3) funds. After posting that report, no more quarterly public reporting for 18004(a)(1) Institutional Portion, (a)(2), and (a)(3) funds is required.

**ANNUAL:** Institutions that received any HEERF award must submit an annual report to ED until the reporting period subsequent to the one in which they expended all of their HEERF funds.

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