HEERF REPORTING TIMELINE
STUDENT & INSTITUTIONAL FUNDS

**KEY**
- **Quarterly Reporting Due Dates**
- **Annual Reporting Due Dates**

**2020**
- **OCTOBER 10** Most recent Student HEERF funds quarterly reporting due
- **OCTOBER 30** First Institutional HEERF funds quarterly reporting due

**2021**
- **FEBRUARY 1** First annual reporting due
- **APRIL 10** Quarterly reporting due for Student & Institutional Funds

**2022**
- **JULY 10** Quarterly reporting due for Student & Institutional Funds
- **APRIL 10** Quarterly reporting due for Student & Institutional Funds

**2023**
- **JULY 10** Last quarterly reporting due for Student & Institutional Funds
- **APRIL 10** Quarterly reporting due for Student & Institutional Funds

**Footnote:** See following page for reporting requirements.
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.

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 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.

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