**Health and Life Sciences Career Initiative (HL-SCI)**

**TA-23777-12-60-A-9**

**INTERNAL REPORTING SCHEDULE FOR QUARTER ENDING DECEMBER 31, 2015**

**NOTE: The following *internal schedule* has been developed to ensure that all necessary data can be collected, that there is an opportunity for grant oversight staff to ask questions or clarify such data and that Norwalk Community College, as lead agency, has ample time to review and approve the completed reports on behalf of the Consortium. All reports must be submitted in accordance with the time lines listed below.**

***Type of Report Responsible Party Deadline To Whom***

**QNPR Curriculum Innovation Coordinators (“CIs”) 1/15/16 Lesley Mara**

**Deliverables tracking/enrollment Report CIs 1/20/16 Kristy Simms**

Curriculum Innovators in each college and university are responsible for completing the **Quarterly Narrative Progress Report (“QNPR”)** for their institution, with particular attention to the sections on strategies and deliverables. NO QUESTION SHOULD BE LEFT BLANK. If there has been no activity this quarter, the report should make that clear.

Specific employers should be listed, but be sure NOT to repeat those listed in prior quarters unless said employer has expanded their support to another program, etc.

Be sure to report under Sustainability Plan any sustainability efforts you have made, such as hiring faculty or a program coordinator **not** funded by the grant. Note: Even if you have completed a plan, you need to detail specific activity for this reporting period: October 1, - December 31, 2015.

In addition to the QPNR, curriculum innovators must submit enrollment data to Kristy Simms on the approved forms for submission to USDOL.

***Type of Report Responsible Party Deadline To Whom***

**Leverage Report (program)** Curriculum Innovator 1/15/16 Local Finance Staff

**Leverage Report (fiscal)** Local Finance Staff 1/22/16 Meg Niewinski Mniewinski@commnet.edu

 Alyssa Carboni, Acarboni@commnet.edu

 Copy Lesley Mara Lmara@commnet.edu

**Fiscal Reports** College/Univ. Finance Staff 1/22/16 Meg Niewinski Mniewinski@commnet.edu

Alyssa Carboni, Acarboni@commnet.edu Lesley Mara Lmara@ncc.commnet.edu

**Between 1/22/16 and 1/29/16,** Lesley Mara, Meg Niewinski and Alyssa Carboni will review reports submitted and follow up with any questions/issues and request additional or missing data to ensure reports are complete and clear.

**Final QNPR/Fiscal Reports** L. Mara, M. Niewinski, A. Carboni 1/29/16 – 2/5/16 NCC Signators

Lesley Mara and Meg Niewinski will review all reports with grant signators and answer all questions, go back to colleges/university for any additional information and prepare final reports for submission to U.S. Department of Labor. Because February 14, 2016 falls on a Sunday, the report is due to USDOL on February 12, 2016.

Please remember to use the following naming configuration when submitting **all** project documents

* + College Name(using abbreviations)\_Document Name\_Date of Submission

 Example: MCC\_QNPR\_2.14.13

**OVERALL USDOL REPORTING SCHEDULE**

Each college must submit a Quarterly Narrative Progress Report (“QNPR”), a Leveraging Report and a Fiscal Report (copies of each report are attached to this schedule). These reports are required by the U.S. Department of Labor and serve as a critical measure of the consortium’s progress toward achieving the goals and deliverables set forth in the grant. The following is the USDOL schedule for 2014-2015:

|  |  |  |  |
| --- | --- | --- | --- |
| Quarter | Reporting Period |  | Due Date |
| 1 | October 1, 2014 – December 31, 2014 |  | February 13, 2015 (2/14 is a Saturday) |
| 2 | January 1, 2015 – March 21, 2015 |  | May 14, 2015 |
| 3 | April 1, 2015 – June 30, 2015 |  | August 14, 2015 |
| 4 | July 1, 2015 – September 30, 2015 |  | November 13, 2015 (11/14 is a Saturday) |
|  |  |  |  |
| APR | October 1, 2014 - September 30, 2015 |  | November 13, 2015 (see above) |
| YR 4 |  |  |  |
| 1 | October 1, 2015 – December 31, 2015 |  | February 14, 2016 |
| 2 | January 1, 2016 – March 31, 2016 |  | May 14, 2016 |
| 3 | April 1, 2016 – June 30, 2016 |  | August 14, 2016 |
| 4 | July 1, 2016 – September 30, 2016 |  | November 14, 2016 |
|  |  |  |  |
| APR\* | October 1, 2015 - September 30, 2016 |  | November 14, 2016 |
|  |  |  |  |

*\*APR= Annual Performance Report*

*\*\* If any report due date falls on a holiday or weekend, the report is due the business day BEFORE said holiday or weekend.*

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