

UCEDD/NIRS Reporting Timeline and Deadlines

NIRS Fiscal Years (FY) run July 1, Year N-June 30, Year N+1

NIRS FY 2013: July 1, 2012 – June 30, 2013

NIRS FY 2014: July 1, 2013 – June 30, 2014

March 2013

Continue entering data and surveying former trainees. Do review trainees' completed surveys to make sure all the required questions were answered. To view surveys, go to Trainees → List survey, and in the column Survey Completed, click on the date link for the desired trainee's survey.

April 2013

Same as above.

May 2013

New UCEDD Annual Report will be implemented in NIRS. The specific date will be announced closer to the time. Following the launch of the new Annual Report, a webinar will be held to present all the changes made in the new report and what you need to do to complete and submit it to AIDD in the new format.

June 2013

June 30: Trainee surveys must be submitted by this date (final deadline) to be counted toward FY 2013 reporting. Any surveys submitted past this date will be included in next year's (FY 2014) reporting. Because there is no fiscal year field in survey records, the surveys are analyzed based on their date of completion, making it essential that surveys be submitted within the dates of the current FY, otherwise they will not be included in the reporting for the current FY.

June 30 is the last day of FY 2013, and all data should have been entered in NIRS by this time.

July 2013

Data cleaning: The month of July is allowed for data cleaning and it accommodates the UCEDD Annual Report deadline. Data cleaning involves reviewing all the data entered throughout the year and making sure that everything is complete and accurate. Updates and changes can be made if needed. If anything has been missed previously, new records can still be entered (except for trainee surveys), but this is to be done as an exception. DO NOT plan to enter and review all your Center's data at the last minute because the Annual Report deadline is a hard deadline and it cannot be moved. Use the month of July solely to check the data and make any necessary revisions.

- **Core grant funding:** please check that the core grant funding is entered in NIRS by the end of FY 2013, otherwise the Funds Leveraged in your Annual Report will list incorrect figures. The core grant can be recorded either as a standalone Project, or split between several Projects. The FY 2013 funding amount is \$554,000.
- **Product dissemination:** To report to AIDD on any Products developed and disseminated, please make sure to link the Product records to Activity records with the core function of Information Dissemination. Otherwise, your Products will not be included in the Annual Report counts.
- **Trainee counts:** please verify that the numbers in the Annual Report are correct. If they aren't, go back to trainee records, and check that all appropriate trainees are marked as UCEDD ("Is this a UCEDD Preservice Prep or Continuing Education Trainee?" = "Yes").

Online Directory: This is a good time to check and update your Center's online Directory, including staff profiles. For more details on how to do this, please check the chapter on [Managing your Directory in the User's Guide](#). As a friendly reminder, it is important to maintain your Directory updated because it is used by AIDD, AUCD, as well as fellow network members. Also, AUCD's Multi-Cultural Council (MCC) analyzes the Faculty and Staff data on a yearly basis to assess our network diversity, so it is extremely important that all profiles be up-to-date and complete.

July 30: The UCEDD Annual Report is due to AIDD. The report is due 30 days after the end of the project period, which is June 30th, so note that the report is due on July 30th, not 31st. You are responsible for reviewing and submitting your

Annual Report to your Project Officer via NIRS. If you do not submit it, it will not be automatically submitted for you. If you would like to have your Annual Report reviewed before submitting it, please email Corina (cmiclea@aucd.org). This is a totally optional review that will involve checking for any mismatching figures, that all the products, trainees are listed, etc. The content (narratives) will not be reviewed, nor will any other qualitative analyses be performed.

August 2013

NIRS FY 2014: As every year, the FY 2014 iteration of NIRS will take place in early August. The new fiscal year's (2014) datasets will be opened and the previous fiscal year's datasets (2013) will be closed. This means that any FY 2013 records or older will remain viewable, but will longer be editable. In August, shortly after the new iteration, a webinar will be hosted to present all the changes implemented with the new iteration. Directors and Data Coordinators will receive emails with more information about the webinar before it is hosted. Following the new iteration, only FY 2014 records can be added.

September 2013

FY 2014 data: Data for the new FY can be collected and entered in NIRS.

September 29: The UCEDD Final Program Progress Report is due September 29th. This report is part of the procedures for closing out the 5-year grant (for UCEDDs that are nearing the end of their 5-year grant), and it is not submitted through NIRS. More details can be found on the UCEDD Resource Center (URC), under UCEDD grants. URC address: <http://www.aucd.org/urc/>

October 2013

Continue collecting and recording FY 2014 data.

November 2013

Nov 16-20: The NIRS Data Coordinators Meeting takes place during our Annual Meeting and Conference, typically on Sunday afternoon. This is a once-a-year opportunity for Data Coordinators to meet and discuss topics of interest, as well as exchange ideas for data collection and entry best practices. The 2013 AUCD Annual Meeting will be held on November 16-20 at the Renaissance Hotel, Washington, DC.

December 2013

Continue collecting and recording FY 2014 data.

NIRS orientation: AUCD will start planning the 2014 NIRS orientation, and UCEDD Directors will be emailed and asked to identify if they have a new Data Coordinator to send to the orientation.

January 2014

Trainee surveys: Start surveying former trainees. Reminder emails with complete details will be sent out, but you can also find all the necessary information in the [UCEDD/LEND Trainee Survey chapter in the User's Guide](#). In FY 2014, you will survey trainees who completed their training in FY 2013, FY 2009 and FY 2004.

Annual Report: It is a good idea to upload your Center's public facing Annual Report to the online Directory so that everyone can read it and learn more about your Center's accomplishments in 2013. To do this, go to Directory → Dashboard, and under Manage Center Information click on Edit to the left of your Center's (UCEDD's) block. Upload the annual report in the Brochure field (second to last) and type in its title in the Brochure Title field below.

February 2014

NIRS orientation: Yearly orientation for new Data Coordinators will be held in the late January-early February timeframe.

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