

Important Dates and Deadlines

- **NIRS Fiscal Years (FY)** run July 1, Year N-June 30, Year N+1 (i.e.: FY 2012: July 1, 2011-June 30, 2012)
- **Trainee surveys** must be entered in NIRS by June 30th of the current FY to be counted in the current FY.
- The month of July is allowed for data cleaning, and it accommodates the following **reporting deadlines**:
 - o UCEDD Annual Reports are due July 30th (30 days after the end of the project period end date of June 30th, not the last day of the month of July). They are submitted through NIRS.
 - o 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/>
 - o The CAAI Evaluation Module may have to be completed by LEND and DBP Programs, but a final decision has yet to be made. If it is decided that the module needs to be submitted, then the specific deadline will be communicated to LEND and DBP Programs. In previous years, the deadline used to be in July.
- **Records can be added or edited only for the current fiscal year.** A new iteration of NIRS is launched every year in early August, when the new fiscal year's datasets are opened and the previous fiscal year's datasets are closed, so the records can still be viewed, but they are no longer editable. In August, shortly after the new iteration, a webinar is hosted to present all the changes that have been implemented with the new iteration. Directors and Data Coordinators receive emails with more information about the webinar before it is hosted.
- 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 best practices for data entering and collecting. To find out the exact date each year, click [here](#).