FY27 RCHSS BUDGET SPEND DOWN DEADLINES

Updated on 7/7/2026

Calendar subject to change.

KEY DEADLINES	REQUIRED ACTIONS
5 Business Days	▪ Procurement process for one-time funding should be started within 5 Business Days to avoid reallocation.
Monthly	▪ Startup and internal research awards will be subject to monthly review. Budgets not being spent according to budget spending plan will be subject to sweep deadlines below.

DATE	ACTION	DETAILS
7/1/2026	▪ Review budget in SAS	▪ Budgets loaded into SAS. Department should review for accuracy.
7/6/2026	▪ Purchasing systems open	▪ GeorgiaFIRST Financials opens. Units can start making purchases using FY27 funds.
8/14/2026	▪ Startup budget spend down plans due	▪ All startup budget spend down plans are due to Chair/Director and Associate Dean of Research (ADR)
8/24/2026	▪ Candidate travel funding notifications ▪ Monthly check-ins regarding research spending begins	▪ Departments/Schools will be notified of available funding for candidate travel. ▪ ADR or delegate will start monthly check-ins with new faculty regarding startup packages and spending as well as faculty who received internal college research funds.
8/31/2026	▪ Initiate purchasing processes	▪ Request quotes and contracts for anticipated FY purchases and obtain required pre-approvals (e.g., Legal, Financial Compliance, UITS, EHS, HR Training, IRB). ▪ Ensure vendors are set up in the system; initiate registration if needed. ▪ Meet with faculty who received funding to confirm adherence to budget spending plan.
9/30/2026	▪ Budgets 30% spent/encumbered ▪ All travel prior to 12/31/26 approved	▪ Department/School budgets must be 30% spent/encumbered ▪ All travel that will occur before 12/31/26 must be approved in Concur.
11/3/2026	▪ LTF and overload request review	▪ All requests for LTFs and known overload needs for the remaining academic year must be submitted on or before this date.
11/24/2026	▪ Submit all known purchases for payment to ensure spendown deadline is met	▪ Submit requisitions, payment requests, and simple journals by this date to ensure expenses or encumbrances appear in SAS and/or Procurement's Power BI report for the 12/4/2026, **60% spend deadline.**
11/30/2026	▪ Deadline: Concur travel requests for spring semester	▪ Deadline for faculty to submit all travel requests in Concur for travel occurring from 1/1/27 to 6/7/27.
12/4/2026	**▪ Deadline: 60% budget spent/encumbered** ▪ Deadline: ADR Research Funding Awards	▪ Department/School budgets must be 60% spent/encumbered. ▪ Bus Ops Team will take snapshot of budgets for reallocation analysis. ▪ Final day on which ADR Research Funding will be awarded.
12/8/2026	▪ 1st college reallocation of funds	▪ Funding will be swept from the budgets of those units who have not met the 60% spending threshold. ▪ Unspent Department/School candidate travel funds will be swept by the college. Units can request to keep the funding if a search is still active.
1/27/2027	▪ Deadline for RSO funding requests	▪ Suggested last day for faculty advisors to submit for RSO funding requests.
2/1/2027	▪ Submit all known purchases for payment to ensure spendown deadline is met	▪ Submit requisitions, payment requests, and simple journals by this date to ensure expenses or encumbrances appear in SAS and/or Procurement's Power BI report for the 2/3/2027, **80% spend deadline.**
2/3/2027	**▪ Deadline: 80% budget spent/encumbered** ▪ Deadline: RSO Funding Awards	▪ Department/School budgets must be 80% spent/encumbered. ▪ Bus Ops Team till take snapshot of budgets for reallocation analysis. ▪ Last day to award RSO funding. Requests should be submitted one week prior to this date.
2/5/2027	▪ 2nd College reallocation of funds	▪ Funding will be swept from the budgets of those units who have not met the 80% spending threshold. ▪ All remaining unspent Department/School candidate travel funds will be swept by the college.

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DATE	ACTION	DETAILS
3/3/2027	▪ Submit all known purchases for payment to ensure spendown deadline is met ▪ Notification of set asides due	▪ Submit requisitions, payment requests, and simple journals by this date to ensure expenses or encumbrances appear in SAS and/or Procurement's Power BI report for the 3/8/2027, **100% spend deadline.** ▪ Expenditures anticipated after the 3/8/2027 spend deadline will need to be added to department/school set aside folder. These expenses must be specific in amount and purpose.
3/8/2027	▪ **Deadline: 100% budget spent/encumbered**	▪ Department/School budgets must be 100% spent/encumbered. ▪ Bus Ops Team taking snapshot of budgets for reallocation analysis.
3/10/2027	▪ 3rd College reallocation of funds	▪ Third college reallocation of budgets not meeting 100% spending threshold.
3/15/2027	▪ Proposed summer salaries due	▪ Proposed summer salaries for all initiatives (i.e., summer research programs, summer research support, Student Success Summit salaries, etc.) due. ▪ All proposed summer salaries subject to AAF review.
3/18/2027	▪ Submit all known purchases for payment using *carryforward funds*	▪ Submit requisitions, payments requests, and simple journals by this day using your *carryforward funds* in order for the expense/encumbrance to show in SAS and Procurement's PowerBi report by the 4/1/27 spend deadline.
4/1/2027	▪ Last day to spend *carryforward funds*	▪ Last day to spend *carryforward funds* . Funds not used will be swept by the University.
5/1/2027	▪ Deadline: One-time funding requests	▪ Last day for Department Chair/School Director to submit one-time funding requests.
6/7/2027	▪ Concur expense reports due	▪ To be charged to FY27 funds, travelers must return on or before 6/7/27 and fully submit their expense report by that date.

Please refer to the Year End Deadline calendar for all other deadlines imposed by the university:
https://campus.kennesaw.edu/offices-services/fiscal-services/year-end-deadlines.php