



# HIGHER EDUCATION EMERGENCY RESPONSE UNIT

## HEERF QUARTERLY REPORTING

# Tips for Institutions

NOVEMBER 2021

### TYPES OF REPORTS FOR ALL IHES THAT RECEIVED HEERF

Quarterly:

- Student:
  - (a)(1) 84.425E
  - (a)(4) 84.425Q
- Institutional:
  - (a)(1) 84.425F;
  - (a)(2) 84.425J/K/L/M
  - (a)(3) 84.425N/S

### I COMPLETED MY QUARTERLY REPORTS FOR MY INSTITUTION. NOW WHAT?

1. Post it in a publicly accessible location on your institution's website.
2. Institutions are encouraged to provide a PDF copy and links to [HEERFReporting@ed.gov](mailto:HEERFReporting@ed.gov) and copy your Program Specialist.

### IF MY INSTITUTION PROVIDED A COPY, HOW DO I KNOW THE REPORT HAS BEEN RECEIVED?

Please allow the Department time to respond regarding submissions. Your Program Specialist will contact you directly if there are any corrections, questions, or concerns that need to be addressed.

### DOES MY INSTITUTION NEED TO REPORT IF WE DIDN'T SPEND ANY FUNDS THIS QUARTER?

**YES!** Even if your institution has not drawn down or disbursed any funds, you are still required to post a report for that quarter.

You should indicate \$0 for all boxes, and you should include the reason(s) in the "explanatory notes" section of the form as to why you have not drawn down funds.

### OH NO! MY INSTITUTION MADE A MISTAKE IN REPORTING. CAN WE REVISE OUR SUBMISSIONS?

**YES!** Institutions may revise their quarterly reports. Any changes or updates after initial posting must be conspicuously noted and the date of the change must be noted in the "Date of Report" line.

Institutions must post the revised report to your website. Institutions are encouraged to submit a copy of the revised report to [HEERFReporting@ed.gov](mailto:HEERFReporting@ed.gov) and copy your Program Specialist.

### WHEN SHOULD MY INSTITUTION CHECK FINAL REPORT? DO WE NEED TO SUBMIT ANY ADDITIONAL QUARTERLY REPORTS?

When your institution has expended and liquidated all (a)(1), (a)(2), and (a)(3) institutional funding from HEERF I, II, and III, you should check the final report box. Once you have checked this box and submitted the report, you do not need to complete any other quarterly reports. You still need to complete the annual report.

Visit the [HEERF Reporting website](#) for additional information.