

# TRACS Award Reporting Cycle Definitions Job Aid

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The Federal Award Reporting Dates page allows users to select the “Award Reporting Cycle”.

Award Reporting Cycle	Definition
<b>Budget Year</b>	<p>Budget Year is an Award Reporting Period that sets the end date every 365 days (for example a start date of July 1, 2023, means the reporting period is July 1, 2023, thru June 30, 2024). Then annual reports are due 90 calendar days later. Semi-annual or quarterly reports are due 30 calendar days later. Final reports are due 120 after the period of performance end date.</p> <p>Then a new Award Reporting Period start date begins on the next day after the reporting period end date and ends 365-days later which triggers the end of another Award Reporting Period and new required reports to be submitted.</p>
<b>Calendar Year</b>	<p>Calendar Year reporting is an Award Reporting Period that sets the end date yearly to December 31st. Then annual reports are due 90 calendar days later. Semi-annual or quarterly reports are due 30 calendar days later.</p> <p>Then a new Award Reporting Period start date begins on January 1st and ends the following Dec 31st which triggers the end of another reporting period and new required reports to be submitted.</p>
<b>Fiscal Year</b>	<p>Fiscal Year reporting is an Award Reporting Period end date that is set to the Federal Fiscal Year end date of September 30th. Then annual reports are due 90 calendar days later. Semi-annual or quarterly reports are due 30 calendar days later.</p> <p>Then a new Award Reporting Period start date begins on October 1st and ends the following September 30<sup>th</sup> which triggers the end of another reporting period and new required reports to be submitted.</p>