

MONTH	ITEM	MEMBER DUE DATE
JANUARY	Tier 2 Reporting - Reminders sent out to members	1/5
	Tier 2 Reporting - Information due to Safety Office	1/31
FEBRUARY		
MARCH	Tier 2 Reporting - Report due to Dept of State Health Services	3/1
APRIL		
MAY		
JUNE	RAP - Director SRM sends letter to Chancellor for approval of RAP funds	6/1
	RAP - RAP Coordinator sends out reminder to members about upcoming reconciliation	6/1
	RAP - RAP Coordinator sends letter to member with amount of next fiscal year's allocation	6/15
JULY		
AUGUST	RAP - RAP initiatives are due to Safety Office	8/1

	RAP - RAP Coordinator sends member CFO approval letter	8/15
	Risk Transfer - Student Medical Malpractice 9.1.13	8/31
SEPTEMBER	EHS - Safety Office sends reminder to members regarding annual report input	9/1
	RAP - RAP Coordinator submits equity transfer requests	9/1
	Emergency Management - Reminders are sent out to members regarding submitting After Action Reports	9/15
OCTOBER	RAP - RAP reconciliation for expired spending period due	10/1
	EHS - Annual Report Input (Objectives and Targets, EMS Status, etc.) due from members	10/1
NOVEMBER	Risk Transfer - Final ERM Report Due	11/28
DECEMBER		