

Extension Program Planning and Reporting Calendar

Calendar: www.ext.colostate.edu/staffres/program/calendar.pdf

January 31	All PRU Plans of Work (POW) submitted to PLT through Jan Carroll <i>POW can be submitted as soon as it is ready for review/posting into CPRS</i>
February 15	All PRU Plans of Work (POW) entered into CPRS <i>You will be notified if your POW is ready earlier</i>
March 1	Individual Plans to Invest (PTI) entered into CPRS All <i>Once your PRU POW is entered, you can proceed with your own PTI</i>
March 15	PTIs approved by supervisors <i>As soon as your PTI is approved, you can begin to report</i>
April 10	All reporting data to date (January, February, March) entered into CPRS

Monthly Reporting Ongoing (Due Date = 10th of Month)

September – December	PRU POWs revised/updated by PRU leaders and members for upcoming program/calendar year
December 31	All reporting data for the program/calendar year entered into CPRS (10 p.m. Mountain Time). All revised/updated POWs for upcoming program/calendar year submitted to PLT (Jan Carroll)