

# CALENDAR



Business Affairs

## December

### the NEWS FROM BUSINESS AFFAIRS

*Tuesday, December 09*

09

the News from Business Affairs provides updates, reminders, and new information about Business Affairs and the services provided by each department. Check out the latest newsletter today!

[the News from Business Affairs](#)

### NOVEMBER 2025 MONTHLY CLOSE

*Wednesday, December 10*

10

The November 2025 accounting period (03 FY 26) in Banner will close at the end of the day on Wednesday, December 10<sup>th</sup>.

### PRE-CERTIFICATION REVIEW PERIOD BEGINS IN ECRT

*Thursday, December 11*

The Pre-Certification Review Period is a three week period of time in the month following the end of the effort reporting period - Period of Performance, and before the Certification Period begins. The review period begins on the 11<sup>th</sup> day of the month after the accounting period has closed (on the 10<sup>th</sup> day).

11

The Fund Manager/Effort Coordinator and the PI can review compiled Effort Statements and enter any needed revisions in preparation for certifiers' reviews. Such review should be followed by the immediate processing of any changes, transfers, or appropriate adjustments. Please allow up to five days for a Labor Redistribution to process.

<https://ecrt.texastech.edu/ecrt>

### PRE-CERTIFICATION REVIEW PERIOD ENDS IN ECRT

*Wednesday, December 31*

The Pre-Certification Review Period is a three week period of time in the month following the end of the effort reporting period - Period of Performance, and before the Certification Period begins. The review period begins on the 11<sup>th</sup> day of the month after the accounting period has closed (on the 10<sup>th</sup> day).

31

The Fund Manager/Effort Coordinator and the PI can review compiled Effort Statements and enter any needed revisions in preparation for certifiers' reviews. Such review should be followed by the immediate processing of any changes, transfers, or appropriate adjustments. Please allow up to five days for a Labor Redistribution to process.

<https://ecrt.texastech.edu/ecrt>

# CALENDAR



Business Affairs

## January

### CERTIFICATION PERIOD BEGINS IN ECRT

*Thursday, January 01*

01

The Certification Period opens for Effort Certification and Reporting - ecrt. You will receive an email reminder if you have an effort to certify for the September 1, 2025 to November 30, 2025, Period of Performance. The Certification Period closes on Thursday, January 22, 2026.

<https://ecrt.texastech.edu/ecrt>

---

### DECEMBER 2025 MONTHLY CLOSE

*Saturday, January 10*

10

The December 2025 accounting period (04 FY 26) in Banner will close at the end of the day on Saturday, January 10<sup>th</sup>.

---

### CERTIFICATION PERIOD ENDS IN ECRT

*Thursday, January 22*

22

The Certification Period ends for Effort Certification and Reporting - ecrt. Principal Investigators and Certifiers who have not certified receive a final reminder to certify. All effort statements should be certified and processed.

<https://ecrt.texastech.edu/ecrt>

---

# CALENDAR



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

Business Affairs

# February

**10**

## JANUARY 2026 MONTHLY CLOSE

*Tuesday, February 10*

The January 2026 accounting period (05 FY 26) in Banner will close at the end of the day on Tuesday, February 10<sup>th</sup>.

---

# CALENDAR



Business Affairs

# March

## the NEWS FROM BUSINESS AFFAIRS

*Tuesday, March 03*

03

the News from Business Affairs provides updates, reminders, and new information about Business Affairs and the services provided by each department. Check out the latest newsletter today!

[the News from Business Affairs](#)

## FEBRUARY 2026 MONTHLY CLOSE

*Tuesday, March 10*

10

The February 2026 accounting period (06 FY 26) in Banner will close at the end of the day on Tuesday, March 10<sup>th</sup>.

## PRE-CERTIFICATION REVIEW PERIOD BEGINS IN ECRT

*Wednesday, March 11*

The Pre-Certification Review Period is a three week period of time in the month following the end of the effort reporting period - Period of Performance, and before the Certification Period begins. The review period begins on the 11<sup>th</sup> day of the month after the accounting period has closed (on the 10<sup>th</sup> day).

11

The Fund Manager/Effort Coordinator and the PI can review compiled Effort Statements and enter any needed revisions in preparation for certifiers' reviews. Such review should be followed by the immediate processing of any changes, transfers, or appropriate adjustments. Please allow up to five days for a Labor Redistribution to process.

<https://ecrt.texastech.edu/ecrt>

## PRE-CERTIFICATION REVIEW PERIOD ENDS IN ECRT

*Tuesday, March 31*

31

The Fund Manager/Effort Coordinator and the PI can review compiled Effort Statements and enter any needed revisions in preparation for certifiers' reviews. Such review should be followed by the immediate processing of any changes, transfers, or appropriate adjustments. Please allow up to five days for a Labor Redistribution to process.

<https://ecrt.texastech.edu/ecrt>

# CALENDAR

 TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

Business Affairs

# April

## CERTIFICATION PERIOD BEGINS IN ECRT

*Wednesday, April 01*

01

The Certification Period opens for Effort Certification and Reporting - ecrt. You will receive an email reminder if you have an effort to certify for the December 1, 2025 to February 28, 2026, Period of Performance. The Certification Period closes on Wednesday, April 22, 2026.

<https://ecrt.texastech.edu/ecrt>

---

## MARCH 2026 MONTHLY CLOSE

*Friday, April 10*

10

The March 2026 accounting period (07 FY 26) in Banner will close at the end of the day on Friday, April 10<sup>th</sup>.

## CERTIFICATION PERIOD ENDS IN ECRT

*Wednesday, April 22*

22

The Certification Period ends for Effort Certification and Reporting - ecrt. Principal Investigators and Certifiers who have not certified receive a final reminder to certify. All effort statements should be certified and processed.

<https://ecrt.texastech.edu/ecrt>

---

# CALENDAR



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

Business Affairs

# May

**10**

## APRIL 2026 MONTHLY CLOSE

*Sunday, May 10*

The April 2026 accounting period (08 FY 26) in Banner will close at the end of the day on Sunday, May 10<sup>th</sup>.

---

**29**

## FY 26 FUNDED ORDERS

*Friday, May 29*

Orders using FY 26 funding requiring a competitive solicitation must be submitted to Purchasing to ensure completion by year's end.

---