

University Compliance Requirements Matrix - 2024

Last Updated: September 27, 2024

Report Name	Department/Unit	Due Date	Requirement Description
Federal Tax and FICA Tax Remittance	Office of the Controller Adm	1/1/2024	An employer, that is a semi-weekly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS). 26 CFR § 31.6302-1. Confirmation of this requirement will be conducted every 6 months (January & July).
NCAA Membership Financial Report	Athletics Department	1/15/2024	Report on the revenues, expenses, and capital expenditures of the institution's athletics department as well as submitting data for the Division I Revenue Distribution calculations (Sports Sponsorship, Grants-in-Aid and Student Assistance Fund).
NCAA IPP Health and Safety Survey	Athletics Department	1/15/2024	An active member institution shall complete a student-athlete health and safety survey on an annual basis pursuant to policies and procedures as determined by the Committee on Competitive Safeguards and Medical Aspects of Sports.
University President Agreed-Upon Procedures Report	Athletics Department	1/15/2024	Agreed-Upon Procedures Reporting: The NCAA requires institutions to have an independent public accountant review their revenues and expenses according to the NCAA Agreed-Upon Procedures Guidelines. The report issued by the independent accountant is to be submitted to the Chief Executive Officer of the institution.
Office of Federal Affairs Federal Lobbying Disclosure Reports	Strategic Communications, Government and External Affairs	1/20/2024	No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day, each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period. (January, April, July & October)
NPSAS (National Postsecondary Student Aid Survey)	Office of Financial Aid	1/31/2024	The National Postsecondary Student Aid Survey (NPSAS) examines the characteristics of students in postsecondary education, with special focus on how they finance their education. Institutions are required to give the Department of Education information on students selected to be participants in the NPSAS survey. Institutions are asked to provide enrollment lists that include the names of all students enrolled at a certain date, date of birth, social security number, education level, major and contact information. NPSAS is not an annual survey, but occurs on a quadrennial cycle.
Reporting of Payments of Royalties	Office of the Controller Adm	1/31/2024	Annual reporting is required for payments: -Of \$400 or more made for non-payroll purposes; -Of \$10 or more made for royalties; and -Made to attorneys not performing services under a contract with the university. Reporting is done on Form 1099-MISC. Deadline to payment recipients is January 31st. Deadline for reporting to the IRS is February 28th.
Fringe Benefits Reporting (Form 941)	Office of the Controller Adm	1/31/2024	The actual value of fringe benefits provided during a calendar year (or other period as explained under Special accounting rule) must be determined by January 31 of the following year. Must report the actual value on Forms 941 (or Form 944) and W-2. The employer can use a separate Form W-2 for fringe benefits and any other benefit information.
Student Loan Interest - Federal Grant and Loan Programs (Form 1098-E)	Student Financial Services	1/31/2024	Under IRC § 6050S lenders, including most colleges and universities that participate in the Perkins Loan Program or operate institutional loan programs, must report student loan interest payments to the IRS on form 1098-E.
Internal Revenue Code (IRC) – 403(b) Universal Availability Notice	DHR Administration	1/31/2024	403(b) retirement plans (tax sheltered annuity) permit employees to contribute on a tax deferred basis a portion of their wages into a retirement account. The contributions and earnings on those contributions are tax deferred until employee takes distribution of the funds. Employers must provide an Annual notice to employees of right to participate in 403(b) Plan.

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Tuition Payment Credit Reporting Requirements (Form 1098-T)	Office of the Controller Adm 1/31/2024	Colleges, universities and other institutions that issue Form 1098-T are required to provide a copy of the form to the student by Jan. 31 of the year following the tax year in which the expenses were paid. A 1098-T for tuition paid in 2019 is supposed to be in the student's hands by Jan. 31, 2020. The form isn't due to the IRS until Feb. 28 if filed by mail or March 31 if filed electronically. This way, if a student receives an incorrect 1098-T, they could have time to contact the college or university and request a correction before the school sends the information to the IRS.
Form 1099-MISC -Independent Contractors, Report of Miscellaneous Income, Reporting of Payments of Royalties	Office of the Controller Adm 1/31/2024	<p>Form 1099-MISC must be filed with the IRS if the employer makes payments to independent contractors in the amount of \$600 or more during the year.</p> <p>Annual reporting is required for payments:</p> <ul style="list-style-type: none"> -Of \$400 or more made for non-payroll purposes; -Of \$10 or more made for royalties; and -Made to attorneys not performing services under a contract with the university. <p>Reporting is done on Form 1099-MISC. Deadline to payment recipients is January 31st. Deadline for reporting to the IRS is February 28th.</p> <p>A copy of same must be provided to the independent contractor by January 31 of the following year.</p> <p>A report to the IRS of Miscellaneous Income Earned by employees the previous calendar year.</p>
Foreign Source Reporting	University Compliance 1/31/2024	<p>(1) Congress requires U.S. colleges and universities ("institutions") publicly to report foreign gifts and contracts to the U.S. Department of Education ("Department"). Codified at Section 117 of the Higher Education Act of 1965 (HEA), 20 U.S.C. 1011f ("Section 117"), this mandate requires nearly all colleges and universities to report, twice each year, foreign gifts and contracts the value of which is \$250,000 or more (considered alone or in combination with other gifts or contracts with a foreign source) and to disclose any foreign ownership or control to the Secretary of Education. Section 117 does not prohibit institutions from taking foreign money; it mandates accurate and transparent disclosures of sources and amounts to the Department.</p> <p>THE OFFICE OF FINANCIAL AID IS RESPONSIBLE FOR THE UPLOADING THE DATA COMPILED BY THE OFFICE OF GENERAL COUNSEL AND THE OFFICE OF COMPLIANCE AND INTEGRITY.</p> <p>(2) Each SUS University must semi-annually report to the BOG on January 31 and July 31, any gift or agreement received directly or indirectly from a foreign source with a value of 50K or more during the fiscal year.</p>
New Hire Report	DHR Administration 1/31/2024	State and federal law require all employers to report newly hired and rehired employees to a state directory within 20 days of their start date. Reported are SSN, Name, Address, Department, Department Address, FED EIN, STATE EIN, HIRE REHIRE Date, and Birthdates for New hires for the month reported. Confirmation of this requirement will be conducted yearly.
W-2, W-3 (IRS Forms)	DHR Administration 1/31/2024	Wage and Tax Statements (W-2 & W-3 Forms) - a statement to each employee of the wages earned the previous calendar year.

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Social Security Number (SSN) Verification Report	DHR Administration	1/31/2024	To avoid penalty for reporting incorrect SSN on W-2 file/forms of \$50/bad SSN, transmit data file, electronically, to the Social Security Administration (SSA). Report all employees hired in the quarter ending 12/31/YYYY listing name (as it appears in HR System), SSN, gender and date of birth. After information is queried against SSA's database, mismatches are sent back for resolution. Confirmation of this requirement will be conducted yearly.
Compliance International Shipping Process Assessment	University Compliance	1/31/2024	Every six months, complete an internal assessment of the Office of University Compliance & Integrity's processes related to the review of export-controlled shipments to international locations. Perform a self-assessment to evaluate the effectiveness of controls in place and identify any areas for improvement.
Firearms and Dangerous Weapons Policy Biannual Notification	Employee and Labor Relations	2/1/2024	In the fall and spring semesters, a message will be included in the HR Newsletter regarding the Firearms and Dangerous Weapons policy.
Student & Employee Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Annual Notification	Student Affairs Vice Pres Off	2/1/2024	Requires the University to maintain a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. Under the Act, FIU is also required to annually distribute the required information about its Drug and Alcohol program to all faculty, staff and students.
NCAA FBS Attendance Report	Athletics Department	2/15/2024	FBS Institutions must annually report attendance figures from the previous year.
Effective Period of Withholding Exemption Certificate	DHR Administration	2/15/2024	A Form W-4 filed by an employee expires on February 15th of the year following the year in which the Form W-4 was given to employer. The employer must now begin withholding for any employee who previously claimed an exemption, but has not given the employer a new Form W-4 for the current year. If the employee does not give the employer a new Form W-4, withhold tax as if the employee is single, with zero withholding allowances.
Return of Information as to Payments to Employees	DHR Administration	2/28/2024	Employers must file Form W-2 for wages paid to each employee from whom income, social security or Medicare taxes were withheld or income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4. Anyone required to file Form W-2 must file Form W-3 to transmit Copy A of Forms W-2. The employer must file these forms with the IRS by February 28, or March 31 if filed electronically. Copies B, C and 2 must be furnished to the employee by FEBRUARY. 1st.
National Science Foundation (NSF) Universal Resource Locator (URL) Reporting	Office of Rsch and Eco Develop	2/28/2024	Higher education institutions that receive NSF research support and at least \$25,000,000 in total federal research grants in the most recently completed federal fiscal year must submit the URL that contains information on the institution's transfer of technology and commercialization of research results efforts to the NSF.
Emergency Planning and Community Right to Know Act (EPCRA) Notification	Envir Health and Safety	3/1/2024	By March 1st of each year, the owner or operator of any facility which is required to have available a material safety data sheet for a hazardous chemical under OSHA shall prepare and submit an emergency and hazardous chemical inventory format the appropriate local emergency planning committee; the state emergency response commission; and the fire department with jurisdiction over the facility. Hazardous chemical training must be conducted annually. Facilities must report the storage, use, and release of certain hazardous chemicals bi-annually.
Marco's Test	WES	3/9/2024	This is a test to see if the email workflows are running.
Form 1042/1042-S Filing and Information Returns	Office of the Controller Adm	3/15/2024	Form 1042-S is used to report all non-employee payments to non-resident aliens and payments to nonresident employees who claim exemptions from federal income taxes due to a tax treaty.

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Code of Conduct University-wide Communication	University Compliance	3/30/2024	In the fall and spring, a university-wide communication will be drafted and sent out to communicate important information regarding the Code of Conduct. Information should also be detailed to communicate to supervisors of student employees the importance of reaching out to their employees regarding the Code as student workers are not part of the annual course campaign.
Data Requests to Florida Board of Governors Compliance Verification	University Compliance	3/31/2024	<p>The Office of Compliance & Integrity, on a quarterly basis, will review the FL BOG Data Request Tracking System, to confirm that all requests during the quarter have been submitted. Any items that have not been submitted will be followed up on to ensure timely submission of requirements.</p> <p>The FIU Office of Analysis and Information Management is responsible for the coordination, verification, and submission of BOG requests to the Data Request System. They independently coordinate and confirm with requirement owners to ensure that these requests are submitted timely.</p>
Affirmative Action Plan (AAP)	DHR Administration	3/31/2024	Although there is not a "Filing Requirement," employers with written affirmative action programs must implement them, keep them on file and update them annually. For federal contractors and subcontractors, affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach efforts, and other positive steps. These procedures should be incorporated into written personnel policies.
Continuing Disclosure Obligation - Securities and Exchange Commission	Office of the Treasurer	3/31/2024	By the end of January each year, the audited financial statement for the preceding fiscal year along with specific financial and statistical data agreed to in each bond issue must be provided to the MSRB (Municipal Securities Rulemaking Board).
International Shipping Compliance University-wide Communication	University Compliance	4/1/2024	In the fall and spring, a university-wide communication will be drafted and sent out as a reminder of the international and U.S. territories shipping processes and any new changes implemented.
PHS Annual Report on Possible Research Misconduct	Office of Rsch and Eco Develop	4/1/2024	Institutions maintain their assurance by filing the Annual Report on Possible Research Misconduct (between January 1 and April 1 each year), submitting their policy for responding to allegations of research misconduct for review when requested by ORI, revising their policy when requested by ORI to bring the policy into compliance with the PHS regulation, and complying with the PHS regulation.
National Collegiate Athletic Association (NCAA) Legislative Review Institution Vote	Athletics Department	4/1/2024	Conference tally sheet on institutional votes; vote in April would be a second vote. (Annual Vote)
Mandatory Reporting of Child Abuse Policy University-wide Communication	University Compliance	4/1/2024	In the fall and spring, a university-wide communication will be drafted and sent out as a reminder of employee obligations in accordance with the 140.130 Mandatory Reporting of Child Abuse, Abandonment and Neglect Policy.
Teacher Education Program Accountability Reporting	Office of Accreditation	4/15/2024	<p>The Institution/Program Report Card (IPRC) data collection for Title II is submitted via https://title2.ed.gov/</p> <p>Teacher Education Reporting Requirements – Accountability for Programs that Prepare Teachers: Each institution of higher education that conducts a teacher preparation program leading to state certification or licensure and that enrolls students receiving federal assistance under the Higher Education Act.</p>

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Office of Federal Affairs Federal Lobbying Disclosure Reports	Strategic Communications, Government and External Affairs	4/20/2024	No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day, each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period. The report must contain an estimated amount of money spent lobbying and the bill(s) and issues that were lobbied on when efforts were made to influence legislation or executive decision. (January, April, July & October)
Internal Revenue Code (IRC) Employer's Quarterly Federal Tax Return (Form 941)	Office of the Controller Adm	4/30/2024	Every employer required to make a return under Federal Insurance Contributions Act (FICA) must make a quarterly return for wages paid in the prior quarter.
Occupational Safety and Health Act of 1970 (OSHA) Report	DHR Administration	4/30/2024	Employers with 11 or more employees must post, from February 1 to April 30, a summary of the total number of job-related injuries and illnesses that occurred in the prior calendar year. The form is to be displayed wherever notices to employees are usually posted.
NCAA Division I Concussion Safety Protocol	Athletics Department	5/1/2024	All Division I institutions may participate in the Concussion Protocol Review Process. The schools in the five Autonomy conferences (the ACC, Big 12, Big Ten, SEC and Pac-12) are required to participate (Constitution 3.2.4.18.1 – Concussion Safety Protocol). All other Division I institutions, as well as Divisions II and III institutions who sponsor a Division I sport, may choose to opt in to the legislation.
Florida Corporate Income/Franchise and Emergency Excise Tax Return (Form F-1120)	Office of the Controller Adm	5/15/2024	An annual tax return of "unrelated trade or business income" to be submitted to the Florida Department of Revenue and the IRS.
Internal Revenue Code (IRC) Unrelated Business Income Tax (UBIT) Report (Form 990T / Form 8868)	Office of the Controller Adm	5/15/2024	Even though an organization may be tax exempt, it is liable for tax when \$1,000 or more gross income from unrelated business. By May 15th if extended deadline for filing To Internal Revenue Service (IRS). Use Form 990T, Exempt Organization Business Income Tax Return. Must have filed Form 8868, Application for Extension of Time To File an Exempt Organization Return. (Due by November 15th and an automatic 6-month extension is available and is always requested - Therefore extended due date is May 15th)
Foreign Travel Employee Communication	University Compliance	6/1/2024	Distribute memorandum to faculty and staff informing them of their obligation to create and move through the workflow, Travel Authorizations Requests (TARs) for all foreign travel planned prior to the end of the fiscal year within seven (7) days of the fiscal year deadline for closing of the PantherSoft travel system (as noted on page 21 of the FIU Travel Manual). Also include that the Office of Export Control should be contacted immediately and directly if there is travel planned during that period where a TAR cannot be completed within the established deadline.
NCAA Federal Graduation Rates	Athletics Department	6/1/2024	An institution shall not be eligible to enter a team or an individual competitor in an NCAA championship unless it has submitted federal graduation rate and enrollment data to the NCAA national office on or before the applicable deadline.
NCAA Graduation Success Rate	Athletics Department	6/1/2024	An institution shall not be eligible to enter a team or individual competitor in postseason competition (including NCAA championships and bowl games) unless it has submitted, by the applicable deadline, its academic progress rate (APR) in a form approved and administered by the Committee on Academics.

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Data Requests to Florida Board of Governors Compliance Verification	University Compliance	6/30/2024	<p>The Office of Compliance & Integrity, on a quarterly basis, will review the FL BOG Data Request Tracking System, to confirm that all requests during the quarter have been submitted. Any items that have not been submitted will be followed up on to ensure timely submission of requirements.</p> <p>The FIU Office of Analysis and Information Management is responsible for the coordination, verification, and submission of BOG requests to the Data Request System. They independently coordinate and confirm with requirement owners to ensure that these requests are submitted timely.</p>
Summer Tuition and Fee Information	Office of Financial Aid	6/30/2024	<p>The Office of Student Financial Assistance (OSFA) needs Summer Tuition and Fee data in order to provide Summer Bright Futures funding to qualifying students.</p>
Institutional Animal Care and Use Report	Office of Rsch and Eco Develop	6/30/2024	<p>The University must prepare reports on its review and investigation of animal research facilities of the University. Report is to cover Bi-annual review of research facility's program for humane care and use of animals and Inspection of research facility's animal facility including animal study areas. And December of each year – every six months To the Institutional Official of the research facility</p>
Compliance International Shipping Process Assessment	University Compliance	6/30/2024	<p>Every six months, complete an internal assessment of the Office of University Compliance & Integrity's processes related to the review of export-controlled shipments to international locations. Perform a self-assessment to evaluate the effectiveness of controls in place and identify any areas for improvement.</p>
Email to Supervisors Regarding NCAA Compliance and Accountability Competency PEP Rating	Athletic Compliance	7/1/2024	<p>Send email notification to all supervisors reminding them to specifically reference NCAA Compliance in the comments section for the Compliance and Accountability Competency. Further, employees responsible for an NCAA violation should not receive above a 2 rating for this competency and their violation should be specifically referenced.</p> <p>Competency in PEP: Fully complies with federal, state, local, and University rules, regulations, and policies. Completes all required compliance training. Complies with goals determined by unit/department; adjusting with management as fiscal year demands dictate. Meets all additional role-related compliance requirements, e.g., NCAA and Conference USA rules and regulations, FERPA, HIPAA. Protects the reputation, integrity, and resources of the University; operates in a transparent manner.</p>
Email to Supervisors Regarding Compliance and Accountability Competency PEP Rating	University Compliance	7/1/2024	<p>Send email notification to supervisors of those who received a non-compliance memo in their files, reminding them to specifically reference this in the comments section for the Compliance and Accountability Competency. Further, employees with a non-compliance memo should not receive above a 2 rating for this competency and their non-compliance should be specifically referenced.</p> <p>Competency in PEP: Fully complies with federal, state, local, and University rules, regulations, and policies. Completes all required compliance training. Complies with goals determined by unit/department; adjusting with management as fiscal year demands dictate. Meets all additional role-related compliance requirements, e.g., NCAA and Conference USA rules and regulations, FERPA, HIPAA. Protects the reputation, integrity, and resources of the University; operates in a transparent manner.</p>

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Florida Bar Membership Dues	General Counsel	7/1/2024	Every person employed by the university to serve as a lawyer for the university shall be licensed to practice law in the State of Florida - Mandatory annual membership dues for FL State Bar is required for good standing with FL State Bar. (On or before July 1 of each year)
Federal Tax and FICA Tax Remittance	Office of the Controller Adm	7/1/2024	An employer, that is a semi-weekly depositor, must deposit employment taxes accumulated with respect to payments made during a calendar month to the IRS using Electronic Federal Tax Payment System (EFTPS). 26 CFR § 31.6302-1. Confirmation of this requirement will be conducted every 6 months (January and July).
Voter Registration Provision in Higher Education Amendments of 1998	Student Affairs Vice Pres Off	7/1/2024	<p>The University must request voter registration forms from the state 120 days prior to the deadline for registering to vote and make the forms "widely available"; to each student enrolled in a degree or certificate program and physically in attendance at the institution. Many states have voter registration forms online, which makes compliance easier and the timeline less onerous, as links can be posted in September for November elections covered under the law. (Annually)(23)(A) The institution, if located in a State to which section 20503(b) of Title 52 does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students at the institution.</p> <p>(B) The institution shall request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution shall not be held liable for not meeting the requirements of this section during that election year.</p> <p>(C) This paragraph shall apply to general and special elections for Federal office, as defined in section 30101(3) of Title 52, and to the elections for Governor or other chief executive within such State).1</p> <p>(D) The institution shall be considered in compliance with the requirements of subparagraph (A) for each student to whom the institution electronically transmits a message containing a voter</p>

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Student Right to Know Act Publication Requirement	Office of the Registrar	7/1/2024	<p>The unit is responsible for this portion of the requirement: This requirement is divided by components across various units. University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 7) the academic degree program; 10) names of accrediting entities; and 11) academic standards; - All of three of these are found and updated yearly in the University Catalog and on various websites.</p> <p>The FULL REQUIREMENT reads as follows: The University must have full time financial aid staff to assist students. University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) the academic degree program; 8) names of financial aid personnel; 9) handicapped facilities; 10) names of accrediting entities; 11) academic standards; 12) graduation rates; 13) loan deferral and cancellation terms; 14) applicability of aid for study abroad; and 15) campus crime report. Annually the University must provide a list of this info to all enrolled students with the procedures for obtaining it. The University also must provide exit counseling for borrowers under this section.</p> <p>Annually the University must prepare the completion or graduation rate of its certificate or degree-seeking, full-time undergraduate students. As a member of an athletic conference,</p>
Student Right to Know Act Publication Requirement	Office of Financial Aid	7/1/2024	<p>The unit is responsible for this portion of the requirement: This requirement is divided by components across various units. The University must have full time financial aid staff to assist students.</p> <p>University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 8) names of financial aid personnel; 13) loan deferral and cancellation terms; 14) applicability of aid for study abroad; and Annually the University must provide a list of this info to all enrolled students with the procedures for obtaining it. The University also must provide exit counseling for borrowers under this section.</p> <p>The FULL REQUIREMENT reads as follows: The University must have full time financial aid staff to assist students. University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) the academic degree program; 8) names of financial aid</p>
Legal Requirements Relating to Social Security Number (SSN)	DHR Administration	7/1/2024	<p>The university must provide annual disclosure on the acquisition and use of SSN to campus community. May only request disclosure of SSN if notify the individual from whom request is made; whether is mandatory; Statutory or regulatory authority under which disclosure is required / requested; and Uses to which the SSN will be put. (Annual Disclosure)</p>

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Student Right to Know Act Publication Requirement	Athletics Department	7/1/2024	<p>The unit is responsible for this portion of the requirement: This requirement is divided by components across various units. University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 12) graduation rates. Annually the University must prepare the completion or graduation rate of its certificate or degree-seeking, full-time undergraduate students. As a member of an athletic conference, however, the Secretary of Education allows this requirement to be satisfied by the NCAA report to prospective student athletes, their coaches, parents and guidance counselors regarding completion or graduation rates for student athletes.</p> <p>The FULL REQUIREMENT reads as follows: The University must have full time financial aid staff to assist students. University must make readily available upon request, through publications, mailings and electronic media, to enrolled and prospective students: 1) Financial aid programs available; 2) methods by which assistance is distributed among recipients; 3) means and requirements for applying; 4) rights and responsibilities when receiving aid; 5) cost of attendance; 6) refund policy, and grant return and withdrawal requirements; 7) the academic degree program; 8) names of financial aid personnel; 9) handicapped facilities; 10) names of accrediting entities; 11) academic standards; 12) graduation rates; 13) loan deferral and cancellation terms; 14) applicability of aid for study abroad; and 15) campus crime report. Annually the University must provide a list of this info to all enrolled students with the</p>
Compliance Annual Work Plan Submittal to BOG	University Compliance	7/1/2024	<p>The Board of Governors of the State University System requires that University Compliance & Integrity submit their annual workplan to the CERS platform.</p>
Florida Commission on Ethics Financial Disclosure	DHR Administration	7/3/2024	<p>(For previous filing year) Financial Disclosure Report - business managers and/or purchasing agents having the power to make any purchase exceeding the threshold amount provided for in s. 287.017, F.S., for category one (\$20,000), finance and accounting directors, personnel officers, or grants coordinators for any state agency.</p>
Southern Association of Colleges and Schools (SACS) Accreditation Financial Profile and Indicators	ACAD PLAN & ACCOUNTABILITY	7/15/2024	<p>For accreditation, the university must provide financial profile and indicators to SACSCOC. Financial Profile section is based on Integrated Postsecondary Education Data System (IPEDS) Financial Survey. Financial Indicators section is based on audited financial statements. Must be signed by Chief Executive Office and Chief Financial Officer of the university.</p>
Office of Federal Affairs Federal Lobbying Disclosure Reports	Strategic Communications, Government and External Affairs	7/20/2024	<p>No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day, each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period. The report must contain an estimated amount of money spent lobbying and the bill(s) and issues that were lobbied on when efforts were made to influence legislation or executive decision. (January, April, July & October)</p>
NCAA Sports Sponsorship Demographics Report	Athletics Department	7/26/2024	<p>Annual reporting of sports sponsored, both for the previous and upcoming academic years. Institutions will provide demographic and contact information for administrators and head coaches. Annual membership dues can also be paid through the system. Information is required for championship eligibility.</p>
Internal Revenue Code (IRC) Employer's Quarterly Federal Tax Return (Form 941)	Office of the Controller Adm	7/30/2024	<p>Every employer required to make a return under Federal Insurance Contributions Act (FICA) must make a quarterly return for wages paid in the prior quarter.</p>

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Student Exchange and Visitor Information System (SEVIS)	Intl Student and Scholar Svcs	7/31/2024	<p>All J-1 sponsors must submit an annual report generated from SEVIS and a narrative report. Sponsors must submit an annual report to the Department of State. The report must be filed on an academic, calendar, or fiscal year basis, as stipulated on the program's designation or re-designation letter.</p> <p>The due dates are:</p> <ul style="list-style-type: none"> -For Academic Year end designees (June 30th): report due to the Department of State July 31st. -For Calendar Year end designees (December 31st): report due to the Department of State January 31st. -For Fiscal Year end designees (September 30th): report due to Department of State October 31st.
Southern Association of Colleges and Schools (SACS) Accreditation Annual Dues	ACAD PLAN & ACCOUNTABILITY	7/31/2024	<p>Operational costs of the SACS Commission on Colleges (SACSCOC) is met by annual institutional dues. All member and candidate institutions must pay dues and fees in accordance with those authorized by SACSCOC and approved by the College Delegate Assembly and the Commission's Board of Trustees.</p>
Patient Protection and Affordable Care Act Requirements	DHR Administration	7/31/2024	<p>The university must file IRS Form 720 and pay applicable PCOR (Patient Centered Outcome Research Institute) fees for any covered self-insured plans, at the applicable rate (\$1.00 per covered life for 2012, \$2.00 for 2013, adjusted for health inflation thereafter). (Between 2013 and 2019 (for plan years ending on or after 10/1/12 and before 10/1/19))</p>
Foreign Source Reporting	University Compliance	7/31/2024	<p>(1) Congress requires U.S. colleges and universities ("institutions") publicly to report foreign gifts and contracts to the U.S. Department of Education ("Department"). Codified at Section 117 of the Higher Education Act of 1965 (HEA), 20 U.S.C. 1011f ("Section 117"), this mandate requires nearly all colleges and universities to report, twice each year, foreign gifts and contracts the value of which is \$250,000 or more (considered alone or in combination with other gifts or contracts with a foreign source) and to disclose any foreign ownership or control to the Secretary of Education. Section 117 does not prohibit institutions from taking foreign money; it mandates accurate and transparent disclosures of sources and amounts to the Department.</p> <p>THE OFFICE OF FINANCIAL AID IS RESPONSIBLE FOR THE UPLOADING THE DATA COMPILED BY THE OFFICE OF GENERAL COUNSEL AND THE OFFICE OF COMPLIANCE AND INTEGRITY.</p> <p>(2) Each SUS University must semi-annually report to the BOG on January 31 and July 31, any gift or agreement received directly or indirectly from a foreign source with a value of 50K or more during the fiscal year.</p>

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Annual report of foreign travel to countries of concern to the Board of Governors	University Compliance	7/31/2024	<p>Section 1010.36, Florida Statutes, establishes requirements related to international travel for state universities, as well as entities listed in subparts A and B of part II of Chapter 10044,5, that receive state appropriations or state tax revenue and have a research budget of at least \$10 million. Universities and entities who meet the specified criteria are required to establish an approval and monitoring program for international travel by January 1, 2022.</p> <p>To hold universities and entities accountable to the requirements of this law, they are required to provide an annual report of foreign travel to countries of concern to the Board of Governors, or other appropriate governing board. Section 1010.36(4), Florida Statutes, requires an annual report of foreign travel to countries of concern to the Board of Governors. This reporting will be submitted through the Board of Governors, Data Request System and will occur each July 31st, beginning in 2022. Such listing must include the names of individual travelers, foreign locations visited, and foreign institutions visited during the preceding state fiscal year.</p>
Student Assistance Fund (formerly the Special Assistance Fund and Student-Athlete Opportunity Fund) Report	Athletics Department	8/31/2024	<p>In August of each year, the Conference USA office will forward each institution the Student Assistance Funds allotted to it by the NCAA. Must have process for:</p> <ul style="list-style-type: none"> o Approving requests (per NCAA approval policies). (Annual Report) o Distributing funds o Collecting the appropriate documentation (e.g., receipts) <p>End of Year Report by end each academic year (August) to the Conference USA office with description of how funds were utilized during the preceding year. (Annual Report)</p>
NCAA Report of Uses for Revenue Distributions	Athletics Department	8/31/2024	<p>The NCAA requires that institutions submit expense information pertaining to the Academic Enhancements, Conference Grants, Student Assistance Funds (SAF\SAOF) revenue distributions online annually.</p>
NCAA Membership Dues	Athletics Department	9/1/2024	<p>Institutions and conferences must remit membership dues annually.</p>
Student & Employee Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Annual Notification	Student Affairs Vice Pres Off	9/1/2024	<p>Requires the University to maintain a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. Under the Act, FIU is also required to annually distribute the required information about its Drug and Alcohol program to all faculty, staff and students.</p>
Firearms and Dangerous Weapons Policy Biannual Notification	Employee and Labor Relations	9/1/2024	<p>In the fall and spring semesters, a message will be included in the HR Newsletter regarding the Firearms and Dangerous Weapons policy.</p>
Statement of Financial Interests - Grace Period	DHR Administration	9/2/2024	<p>(For previous year filing). A communication of reminder is to be sent out to HR liaisons with listing of applicable filers regarding the reporting requirements. Additionally the Florida Commission on Ethics sends a delinquency notice to all pending filers reminding that the grace period is effect. Reporting individuals are required by law to file a disclosure of his/her financial interests on an annual basis with the Florida Commission on Ethics pursuant to the requirements of Section 112.3145, Florida Statutes. Business managers, purchasing agents having the power to make any purchase exceeding the threshold amount provided for in s. 287.017 for CATEGORY TWO, finance and accounting directors, personnel officers, or grants coordinators for any state agency.</p> <p>Business managers, purchasing agents having the power to make any purchase exceeding the threshold amount provided for Category Two, purchases (currently \$35,000), finance and accounting directors, personnel officers, grants coordinators for any state agency, the president, and members of the board of trustees. (Due July 1st, but if not postmarked by September 2nd, fines are imposed.)</p>

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Institutional Biosafety Committee (IBC)	Office of Rsch and Eco Develop	9/9/2024	The institution must file an annual report that includes: An updated committee roster indicating the role of each committee member (e.g., chairperson, contact person, non-institutional members, special experts as relevant, etc.), and Biosketches for each new member on the committee Institutions can file annual reports electronically utilizing IBC-RMS. In addition to utilizing IBC-RMS to submit an annual report, the system can be used to notify NIH of membership changes that may occur on the IBC throughout the course of the year.
Political Activity and Political Participation University-Wide Communication	DHR Administration	9/15/2024	University wide communication to be sent out during election period to requirements in accordance with the Political Activity and Political Participation policies.
Foreign Travel Employee Communication	University Compliance	9/15/2024	Distribute memorandum to all faculty and staff informing them of their obligation to create TARs within seven (7) days of travel and the mandatory requirement of completing an expense report for all foreign travel despite not having any reimbursable expenses in order to capture statute required information.
Civil Discourse Recommendation 1 - President Fall Welcome Letter	Office Of The President	9/15/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, the President will include language within the Fall Welcome Letter highlighting the university's support for and culture of civil discourse (fall letter issued during 1st week of the semester).
Civil Discourse Recommendation 4 - Annual Review of HR Policies	DHR Administration	9/15/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, the Division of Human Resources will annually review HR policies for appropriate locations where the Board of Governors Statement of Free Expression shall be placed, to provide ready reference for employees, in conducting the business of FIU.
Annual Benefits Open Enrollment	DHR Administration	9/16/2024	Notice to all benefits eligible faculty and staff of Annual Benefits Open Enrollment period during the months of October & November.
Constitution Day	Law Dean Admin and Faculty	9/17/2024	Students Constitution Day - programs concerning the US Constitution must be offered to remain eligible for federal financial aid funds. Note: if 9/17 falls on a weekend, the programs may be provided either the week before or the week after. (HEOA)
Data Requests to Florida Board of Governors Compliance Verification	University Compliance	9/30/2024	The Office of Compliance & Integrity, on a quarterly basis, will review the FL BOG Data Request Tracking System, to confirm that all requests during the quarter have been submitted. Any items that have not been submitted will be followed up on to ensure timely submission of requirements. The FIU Office of Analysis and Information Management is responsible for the coordination, verification, and submission of BOG requests to the Data Request System. They independently coordinate and confirm with requirement owners to ensure that these requests are submitted timely.
Federal Contractor Veterans Employment Report (VETS-100) (VETS 4212)	DHR Administration	9/30/2024	Provides the rights, benefits, and obligations of persons absent from employment for military service. The University must file and report the number of disabled veterans, Vietnam veterans and protected veterans employed and hired.
Higher Education Act: Federal Supplemental Educational Opportunity Grant Program	Office of Financial Aid	9/30/2024	Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work-study, and Federal Pell Grants. Due by September 30 each year.
Compliance Annual Report Submittal to BOG	University Compliance	9/30/2024	The Board of Governors of the State University System requires that University Compliance & Integrity submit their annual report to the CERS platform.

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FL Equity Report	DHR Administration	9/30/2024	The Florida Educational Equity Act, FS 1000.05, and other state and federal legislation mandate that students and employees should not be discriminated against on the basis of race, ethnicity, national origin, gender, disability, or marital status. In addition to statutory guidelines of the Equity Accountability Program Report, FS 1012.95, require that each state University maintain an annual equity plan for appropriate representation of women and minorities in senior level faculty and administrative positions. The Florida Equity Report addresses three major areas: Enrollment, Gender Equity in Athletics, and Employment.
Annual Equity Report	Office of Analysis & Info	9/30/2024	<p>Board of Governors Regulation 2.003, Equity and Access, requires the submission of an Annual Equity Report. The purpose of the Annual Equity Report is to demonstrate that discrimination on the basis of race, color, national origin, gender, religion, age, disability, marital status, veteran status, or any other basis protected by law is prohibited at each State University System institution and that, where appropriate, improvement plans are in place. It is required that the Annual Equity Report is approved by the university's board of trustees or its designee, with a dated signature of the President and board's chair (or designee) included on the cover page. The Annual Equity Report shall include but not be limited to the following components:</p> <p>Executive Summary A three-five page executive summary shall provide highlights of progress the institution is making to ensure access and equity.</p> <p>Policies and Procedures in Support of Equity The Annual Equity Report shall include a web link to the university's non-discrimination regulation/policy adopted by its university board of trustees. An electronic copy of the policy should also be included. If your campus has a signed, equal opportunity and non-discrimination statement from the President, include an electronic copy. The Annual Equity Report shall provide a list of new policies and procedures specifically formulated to ensure access and equity with descriptions of the policies/procedures and relevant web links.</p>
Nepotism and Intimate Relationship Disclosure Requirements Communication	DHR Administration	9/30/2024	Send e-mail to All Employees regarding the Annual Electronic Nepotism Disclosure and Intimate Relationship Disclosure requirements to ensure compliance with Florida Statute, Florida Code of Ethics and FIU- 107 BOT Regulation.
Code of Conduct University-wide Communication	University Compliance	9/30/2024	In the fall and spring, a university-wide communication will be drafted and sent out to communicate important information regarding the Code of Conduct. Information should also be detailed to communicate to supervisors of student employees the importance of reaching out to their employees regarding the Code as student workers are not part of the annual course campaign.
Campus Security Act Report	University Police	10/1/2024	The Campus Security Act requires colleges to report campus crime statistics and security measures to all students and employees by October 1 of each year. The annual security report must also be submitted to the Secretary of Education (over the internet) each year, by Oct. 15th of each year.
Students, Employees and the US Department of Education Annual Fire Safety Report	University Police	10/1/2024	A report containing fire safety policies and procedures as well as fire statistics for the previous three years for on-campus housing facilities must be made available to students and employees.
International Shipping Compliance University-wide Communication	University Compliance	10/1/2024	In the fall and spring, a university-wide communication will be drafted and sent out as a reminder of the international and U.S. territories shipping processes and any new changes implemented.

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Mandatory Reporting of Child Abuse Policy University-wide Communication	University Compliance	10/1/2024	In the fall and spring, a university-wide communication will be drafted and sent out as a reminder of employee obligations in accordance with the 140.130 Mandatory Reporting of Child Abuse, Abandonment and Neglect Policy.
Annual Textbook and Instructional Materials Affordability Report	FIU Global	10/13/2024	Data Request to Florida Board of Governors House Bill 7019 was passed with an amendment to Section 1004.085 regarding textbook and instructional materials affordability which requires each university to submit an annual report to the Chancellor of the State University System.
Civil Discourse Recommendation 3 - Student Government Endorsement of Statement of Free Expression	Student Affairs Vice Pres Off	10/15/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, FIU leadership will ask student government association to review, and strongly encourage them to endorse, the Board's Statement of Free Expression.
Office of Federal Affairs Federal Lobbying Disclosure Reports	Strategic Communications, Government and External Affairs	10/20/2024	No later than 20 days after the end of the quarterly period beginning on the first day of January, April, July, and October of each year in which a registrant is registered under section 4, or on the first business day after such 20th day if the 20th day is not a business day, each registrant shall file a report with the Secretary of the Senate and the Clerk of the House of Representatives on its lobbying activities during such quarterly period. The report must contain an estimated amount of money spent lobbying and the bill(s) and issues that were lobbied on when efforts were made to influence legislation or executive decision. (January, April, July & October)
Above-ground Storage Tank (AST) Report of Financial Responsibility Certification	Facilities Administration	10/28/2024	The University must maintain documentation regarding the financial resources to pay for the costs of containment and cleanup in the event of a discharge of oil from a regulated AST.
Outside Activity/Conflict of Interest Reporting (Staff & Faculty)	DHR Administration	10/31/2024	Annually, all benefits-eligible faculty and staff are required to submit an Outside Activity/Conflict of Interest (OA/COI) Report to comply with federal and state regulations to disclose outside activities, including activities related to research. HR is responsible for launching an annual campaign.
Export Control International Shipment Annual Attestation Agreement for Certain Bulk or Recurring Shipments	University Compliance	11/1/2024	Contact all individuals that have submitted the Export Control International Shipment Annual Attestation Agreement for Certain Bulk or Recurring Shipments form to remind them that they have to submit a new request for the next calendar year.
Institutional Conflict of Interest Communication	University Compliance	11/1/2024	Distribution of informational email communication to institutional officers to inform them of the Institutional Conflict of Interest Policy and its requirements as part of the University Conflict of Interest Disclosure process.
Alcoholic Beverages Regulation University Wide Communication	University Compliance	11/1/2024	Email communication to be sent University-wide to faculty and staff regarding adherence to the Alcohol Beverages Regulation. Coordination to be performed with Academic Affairs.
Civil Discourse Recommendation 3 - Faculty Senate Endorsement of Statement of Free Expression	Off Faculty Leadership & Success	11/1/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, FIU leadership will ask the faculty senate to review, and strongly encourage them to endorse, the Board's Statement of Free Expression.
Higher Education Act: Perkins Loans	Office of Financial Aid	11/2/2024	20 U.S.C. § 1087bb and 34 C.F.R. § 674.19: Fiscal Operations Report and Application to Participate (FISAP) reports cover the institution's fiscal operations and request for future funding for Title IV Federal campus-based funds (SEOG, Perkins Loans, Work Study, and Federal Pell Grants). Due by September 30 each year.
NCAA Board of Governors Policy on Campus Sexual Violence Annual Attestation	Athletics Department	11/3/2024	The policy reinforces previous efforts of the Association in addressing campus sexual violence and the document represents the Board of Governors' adoption of such policy. The attestation form requires schools to follow the policy set forth. Schools that do not attest are prohibited from hosting NCAA Championships in the next applicable academic year.

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Equity in Athletics Disclosure Act (EADA) Report - The Report on Athletic Program Participation Rates and Financial Support Data	Athletics Department	11/3/2024	The Equity in Athletics Disclosure Act is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution of higher education that participates in a federal student aid program must prepare an EADA Report (The Report on Athletic Program Participation Rates and Financial Support Data) and must also report data to the U.S. Department of Education.
Publish/Disclose Annual CDR Rate to Service Members (Veteran and Military Affairs)	Office of Veterans & Military	11/15/2024	<p>Per DoD VOLUNTARY EDUCATION PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU), paragraph 3.h.(3), "Before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including... Disclosing the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data."</p> <ul style="list-style-type: none"> •The Director of Financial Aid will provide FIU's annual/updated CDR to the Director, Veteran & Military Affairs in October of each year. •The Director, Veteran & Military Affairs will publish and disclose the CDR in a form provided to all Service Members. <p>(The Director of Financial Aid receives the same notification, separately, in order to address their component of the requirement.)</p>
Publish/Disclose Annual CDR Rate to Service Members (Financial Aid)	Office of Financial Aid	11/15/2024	<p>Per DoD VOLUNTARY EDUCATION PARTNERSHIP MEMORANDUM OF UNDERSTANDING (MOU), paragraph 3.h.(3), "Before offering, recommending, arranging, signing-up, dispersing, or enrolling Service members for private student loans, provide Service members access to an institutional financial aid advisor who will make available appropriate loan counseling, including... Disclosing the educational institution's student loan Cohort Default Rate (CDR), the percentage of its students who borrow, and how its CDR compares to the national average. If the educational institution's CDR is greater than the national average CDR, it must disclose that information and provide the student with loan repayment data."</p> <ul style="list-style-type: none"> •The Director of Financial Aid will provide FIU's annual/updated CDR to the Director, Veteran & Military Affairs in October of each year. •The Director, Veteran & Military Affairs will publish and disclose the CDR in a form provided to all Service Members. <p>(The Director, Veteran & Military Affairs receives the same notification, separately, in order to address their component of the requirement.)</p>
Animal Welfare Act Report (by Licensees)	Office of Rsch and Eco Develop	12/1/2024	Each year, within 30 days prior to the expiration date of his or her license, a licensee shall file with the AC Regional Director an application for license renewal and annual report.
Institutional Animal Care and Use Report	Office of Rsch and Eco Develop	12/1/2024	The University must prepare reports on its review and investigation of animal research facilities of the University. Report is to cover Bi-annual review of research facility's program for humane care and use of animals and Inspection of research facility's animal facility including animal study areas. (And June of each year – every six months To the Institutional Official of the research facility)

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Civil Discourse Recommendation 1 - Taskforce Update to BOT	University Compliance	12/1/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, the Office of University Compliance & Integrity will submit an annual update report to the Board of Trustees on the status and activities of the taskforce in the December meeting.
Civil Discourse Recommendation 3 - BOT Endorsement of Statement of Free Expression	Off Faculty Leadership & Success	12/15/2024	Pursuant to the Plans for Implementing Civil Discourse Recommendations, the governance committee of the FIU Board of Trustees will approve a resolution endorsing the SUS Florida Statement of Free Expression.
Data Requests to Florida Board of Governors Compliance Verification	University Compliance	12/31/2024	<p>The Office of Compliance & Integrity, on a quarterly basis, will review the FL BOG Data Request Tracking System, to confirm that all requests during the quarter have been submitted. Any items that have not been submitted will be followed up on to ensure timely submission of requirements.</p> <p>The FIU Office of Analysis and Information Management is responsible for the coordination, verification, and submission of BOG requests to the Data Request System. They independently coordinate and confirm with requirement owners to ensure that these requests are submitted timely.</p>
Federal Student Aid Audit	Office of Financial Aid	12/31/2024	An institution must, at least annually, have an independent audit or conduct a compliance audit of its administration of those programs as well as an audit of the institution's general purpose financial statements. Audits must be completed with the standards established by the U.S. General Accounting Office's Government Auditing Standards and must include all Title IV, HEA program transactions that have occurred since the period covered by the institution's last compliance audit.