

Important Due Dates

2021

DUE DATE	ITEM	SUBMIT TO
Mon, Jan. 4	Have staff resign Articles of Professional Behavior, Conflict of Interest Policy, Confidentiality Statement and keep on file at your SBDC	-
Fri, Jan. 15	December Automatic Evaluations Status Report	Jason
Fri, Jan. 15	2020 Q4 Reimbursement Requests <i>(Oct, Nov, Dec)</i>	Alex
Fri, Jan. 15	ALL 2020 Data Entered into Center IC for EDMIS Upload	-
Mon, Feb 15	January Automatic Evaluations Status Report	Jason
Mon, Feb 15	2021 Workplan Updates	Wendy
Friday, Feb. 19	Directors' original, resigned copies of Articles of Professional Behavior, Conflict of Interest Policy, Confidentiality Statement	Alex
Mon, March 15	February Automatic Evaluations Status Report	Jason
Mon, March 15	Q1 Success Story	Wendy
Thurs, April 15	March Automatic Evaluations Status Report	Jason
Thurs, April 15	Q1 Reimbursement Requests <i>(Jan, Feb, Mar)</i>	Alex
Thurs, April 15	All Q1 Data Entered into Center IC for EDMIS Upload	-
Fri, May 14	April Automatic Evaluations Status Report	Jason
Tues, Jun. 15	May Automatic Evaluations Status Report	Jason
Fri, Jun. 25	Q2 Success Story	Wendy
Fri, Jul. 2	Q2 Reimbursement Estimate – AP/AR Form <i>(Apr, May, June)</i>	Alex
Thurs, Jul. 15	All Q2 Data Entered into Center IC for EDMIS Upload	-
Thurs, Jul. 15	June Automatic Evaluations Status Report	Jason
Thurs, Jul. 15	Q2 Reimbursement Requests <i>(Apr, May, June)</i>	Alex
Fri, Jul. 23	Q1 & Q2 Semi-Annual Workplan Update	Wendy
Mon, August 16	July Automatic Evaluations Status Report	Jason
Wed, Sept. 15	August Automatic Evaluations Status Report	Jason
Fri, Sept. 24	Q3 Success Story	Wendy
Fri, Oct 1	Start submitting Consultant/Volunteer/Sponsor of the Year Nominations	Wendy
Fri, Oct. 15	Q3 Reimbursement Requests <i>(July, Aug, Sept)</i>	Alex
Fri, Oct. 15	All Q3 Data Entered into Center IC for EDMIS Upload	-
Fri, Oct. 15	September Automatic Evaluation Status Report	Jason
Mon, Nov. 15	October Automatic Evaluation Status Report	Jason
Fri, Dec. 10	2021 Strategic Map	Wendy
Wed, Dec. 15	November Automatic Evaluation Status Report	Jason
Mon, Dec. 27	Leading Edge Business Plans and Award Nominations	Wendy
Mon, Dec. 27	Q4 Success Story	Wendy
Fri, Jan 14, 2022	All CY2021 Data Entered into Center IC for EDMIS Upload	-
Fri, Jan 14, 2022	2021 Q4 Reimbursement Requests Due	Alex
Fri, Jan 14, 2022	December Automatic Evaluation Status Report	Jason