

Important Due Dates 2022

DUE DATE	ITEM	SUBMIT TO
Tues, Jan. 4	Have staff resign Articles of Professional Behavior, Conflict of Interest Policy, Confidentiality Statement and keep on file at your SBDC	-
Fri, Jan. 14	December Automatic Evaluations Status Report	Jason
Fri, Jan. 14	2021 Q4 Reimbursement Requests (<i>Oct, Nov, Dec</i>)	Alex
Fri, Jan. 14	ALL 2021 Data Entered into Center IC for EDMIS Upload	-
Tues, Feb 15	January Automatic Evaluations Status Report	Jason
Tues, Feb 15	2022 Workplan Updates	Wendy
Friday, Feb. 18	Directors' original, resigned copies of Articles of Professional Behavior, Conflict of Interest Policy, Confidentiality Statement	Alex
Tues March 15	February Automatic Evaluations Status Report	Jason
Tues, March 15	Q1 Success Story	Wendy
Fri, April 15	March Automatic Evaluations Status Report	Jason
Fri, April 15	Q1 Reimbursement Requests (<i>Jan, Feb, Mar</i>)	Alex
Fri, April 15	All Q1 Data Entered into Center IC for EDMIS Upload	-
Mon, May 16	April Automatic Evaluations Status Report	Jason
Wed., Jun. 15	May Automatic Evaluations Status Report	Jason
Wed., Jun. 15	Q2 Success Story	Wendy
Fri, Jul. 1	Q2 Reimbursement Estimate – AP/AR Form (<i>Apr, May, June</i>)	Alex
Fri, Jul. 15	All Q2 Data Entered into Center IC for EDMIS Upload	-
Fri, Jul. 15	June Automatic Evaluations Status Report	Jason
Fri, Jul. 15	Q2 Reimbursement Requests (<i>Apr, May, June</i>)	Alex
Fri, Jul. 22	Q1 & Q2 Semi-Annual Workplan Update	Wendy
Mon, August 15	July Automatic Evaluations Status Report	Jason
Thurs, Sept. 15	August Automatic Evaluations Status Report	Jason
Fri, Sept. 23	Q3 Success Story	Wendy
Mon, Oct 3	Start submitting Consultant/Volunteer/Sponsor of the Year Nominations	Wendy
Fri, Oct. 14	Q3 Reimbursement Requests (<i>July, Aug, Sept</i>)	Alex
Fri, Oct. 14	All Q3 Data Entered into Center IC for EDMIS Upload	-
Fri, Oct. 14	September Automatic Evaluation Status Report	Jason
Tues, Nov. 15	October Automatic Evaluation Status Report	Jason
Fri, Dec. 9	2021 Strategic Map	Wendy
Thurs, Dec. 15	November Automatic Evaluation Status Report	Jason
Mon, Dec. 26	Leading Edge Business Plans and Award Nominations	Wendy
Mon, Dec. 26	Q4 Success Story	Wendy
Fri, Jan 13, 2023	All CY2022 Data Entered into Center IC for EDMIS Upload	-
Fri, Jan 13, 2023	2022 Q4 Reimbursement Requests Due	Alex
Fri, Jan 13, 2023	December Automatic Evaluation Status Report	Jason

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