

2021 WM Programmatic Deadlines^{1,2,3}

Type of Request	Submission Deadline
Grant requests: <ol style="list-style-type: none"> 1. Partner Grants; and/or 2. Grant requests funded by Endowment(s)⁴; and/or 3. Grant requests funded by ECO 	<p><i>Using Master Grant Agreements and Addendums to Increase Master Grant Agreements</i> – September 30, 2021</p> <p><i>Using Grant Template Letters for Master Agreements and One-time Grant Agreements</i> – November 1, 2021</p>
Travel, administrative and/or program related expenses ^{5,6}	<p>1st qtr – April 16, 2021</p> <p>2nd qtr – July 16, 2021</p> <p>3rd qtr – October 15, 2021</p> <p>4th qtr – January 4, 2022</p>
<ul style="list-style-type: none"> - Final 2021 adjustments to 2021 working budget - Yearend review of preliminary B&E's, - Final adjustments/corrections to 2021 financials - 2021 Grant & invoice accruals - Final adjustments to 2022 working budget 	<p>February 16, 2021</p> <p>January 15, 2022⁷</p> <p>January 20, 2022⁷</p> <p>January 20, 2022⁷</p> <p>January 20, 2022⁷</p>

¹ Deadlines will be strictly enforced.

² Submissions with missing signatures and/or other required documentation are not considered complete and cannot be processed.

³ Please add sufficient processing time (e.g. 2-3 business days) for requests to be routed through the appropriate office(s) for approval.

⁴ This includes all Endowment Master funding sources (e.g. Bequests, Pass-throughs funds, etc).

⁵ This does not include *Mission Personnel Salary & Benefits-related* deadlines which may have different deadlines.

⁶ This includes but is not limited to invoice payments and reimbursement requests for mission networks, YAV, Regional Liaisons, Regional Facilitators, Mission Co-workers authorized to incur certain program expenses (e.g. travel, meals, communications, supplies, etc), and corporate card statement submissions and journal voucher adjustments.

⁷ Dates are subjected to change, based on the Year-end Closing Schedule published by ASG Finance & Accounting in November 2021.

