

December 2021 Newsletter

Key Dates

December

- First Quarter (3+9) Report Available on NUFin / Cognos
 - **December 7**
- First Quarter (3+9) Forecast Report Template sent-out
 - **December 9**
- First Quarter (3+9) Forecast Report Due
 - **December 17**
- Q1 Urgent Resource Requests Due
 - **December 17**

January

- Q1 Urgent Resource Requests reviewed by the Resource Planning Workgroup by
 - **January 7**

February

- FY23 Incremental operating or capital resource requests due
 - **February 25**

Urgent Requests

As mentioned in previous communications, the [Urgent Resource Planning Request](#) process has been updated. All submissions will be submitted via a new electronic form. This form will provide each submission with a request number that will post to the Office of Budget and Planning website. The website will provide information on your request(s) status and the date of the next urgent request meeting. Additionally, school/unit leadership will have final sign-off for any requests submitted.

NPE Contingency

At this time, NPE contingency has not been released for any school/unit. You may choose to include some or all of NPE contingency usage in your forecast. If you choose to forecast the use of your contingency, please only forecast up to your NPE (not over) on the "non-personnel exp. (Budget)" line. More information can be found on our [website](#).

If you have any questions or concerns, please contact budget@northwestern.edu