

February 2022 Newsletter

Key Dates

February

February 25

- FY23 Incremental operating or capital resource requests due via online form.

March

March 7

- Second Quarter (6+6) Report Available on NUFin / Cognos

March 9

- Second Quarter (6+6) Forecast Report Template sent-out

March 18

- Second Quarter (6+6) Forecast Report Due

March 18

- Q2 Urgent Resource Requests Due via online form.

April

April 8th

- Q2 Urgent Resource Requests Considered

Review begins in April

- FY23 Incremental operating or capital resource requests

FY23 Incremental Resource 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. To streamline all requests, [FY23 Incremental Resource Requests](#) will also be submitted on the Urgent Requests Submission Form. Any FY23 requests submitted after February 25, 2022, will not be considered.

NPE Contingency

Based on the forecast results, we have decided to release all of the non-personnel expense contingencies. You now have the ability to fully utilize all of your expense budget for the balance of this fiscal year. Each school/unit will need to submit a budget upload form to their analyst in order to have contingency allocated to other non-personnel expenses in their FY22 budget.

Reminders

All proposed requests in your school/unit strategy meeting will need to be uploaded using the online form.

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

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