

## Lab Funds Biennium Timeline for 2011-2012 Biennium

July 1 – 1<sup>st</sup> year of biennium

- \$4264 is available for each district for the biennium
- NR&P Administrative Assistant will email lab fund guidelines and lab funds timeline
- With this first notice, ask Districts to fill out 'Intent to Use Lab Funds Statement' and return by August 1st

Sept 1 – 1<sup>st</sup> year of biennium

- Adjustments will be made per the responses received from the Districts
- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Jan 1 – 1<sup>st</sup> year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Apr 1 – 1<sup>st</sup> year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

July 1 – 2<sup>nd</sup> year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Oct 1 – 2<sup>nd</sup> year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet, lab fund guidelines, and lab funds timeline

Jan 1 – 2<sup>nd</sup> year of biennium

- NR&P Administrative Assistant will email a notice to all districts asking for each district to submit a simple plan and budget for any remaining lab funds use during the remainder of the biennium to the WDA by January 30th.
- An updated spreadsheet will be attached in addition to the lab fund guidelines, and lab funds timeline.
- Any districts not planning to use all of lab fund allocation need to notify the WDA.
- Additionally, districts may submit requests for reallocated lab funds.
- All remaining lab fund monies not budgeted for use after Jan 30th will be reallocated to districts making requests for reallocated lab funds.

Feb 10 – 2<sup>nd</sup> year of biennium

- NR&P Administrative Assistant will email an updated spreadsheet showing reallocation adjustments, lab fund guidelines, and lab funds timeline

April 1 – 2<sup>nd</sup> year of biennium

- NR&P Administrative Assistant will email a reminder of the June 1<sup>st</sup> deadline for vouchers. In addition an updated spreadsheet, lab fund guidelines, and lab funds timeline will be attached.
- With this notice, ask Districts to fill out 'Intent to Use Lab Funds Statement' for the '13-14 biennium and return by June 1st
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June 1 – 2<sup>nd</sup> year of biennium

- Final voucher with receipts due to the WDA for the biennium.
- 'Intent to Use Lab Funds Statement' due to the WDA for the '13-14 biennium