PDAC Conference and Nexus funding for 2017-2018 Review and Approval Timeline

Please note deadlines and plan ahead. No funding requests will be reviewed outside of the deadlines.

|  |  |
| --- | --- |
|  | **PDAC CONFERENCE-NEXUS-EQUITY-3SP AND PDAC MINI-GRANT FUNDING** **REVIEW AND APPROVAL SCHEDULE AND SUBMISSION DEADLINES** |
| **Funding Schedule for the Month of:****Note: Nexus funding will be reviewed by the Equity and Inclusion Manager. If the Nexus request exceeds $1,000, supplemental PDAC funding will follow the PDAC funding review timeline.** | **By this date: Send Completed Funding Request for Manager’s Review and Signature via the on-line Wufoo submission process. Your request will be forwarded to your Manager/Dean for their review and approval of your request for funding. The request must include ALL required documents, including an already approved Leave Request and estimated expenses.** | **By this date: Dean/Manager will forward your request with all required attachments to PDAC (Office of Equity and Inclusion) by the dates listed below for review by PDAC Review subcommittee.**  | **On this date, PDAC Subcommittee will review requests for funding from:** **PDAC****Equity****3SP** **Mini-grant Requests****Meets Tuesday, the week before PDAC Meeting.** **If your request is approved for Equity or 3SP funding, you will be notified within one week of this date. These requests will not be reviewed at the PDAC meeting.** | **On this date: PDAC reviews subcommittee recommendations for PDAC funding and forwards those recommendations to the College President the day after the PDAC meeting.\***  | **PDAC- President decides within one week of PDAC meeting and notifies Office of Equity & Inclusion. Coordinator will then notify Requestor by this date. \*****Nexus Funding: Nexus funding will be reviewed by the Equity and Inclusion Manager. If the Nexus request exceeds $1,000, supplemental PDAC funding will follow the PDAC funding review timeline.** |
| August, 2017  | Since August is the first month of the semester, the review and approval timeline has been condensed for this month only. **Funding requests are due Tuesday, 8/22,** **9 a.m.** Notice will be sent out to campus Tuesday, August 15. | Friday, August 25, 5 p.m. | \*In order to accommodate requests made early in the semester, the College President will review funding recommendations made by the Equity and Inclusion Office for the month of August. You will be notified of the outcome of that review by the Professional Development Coordinator.  | August 31, 2017 |
| September, 2017 | September 5, 2017 | September 12, 2017 | Sept. 19, 2017 (Tues) | September 28, 2017 | October 5, 2017 |
| October, 2017  | No Funding Review this month.  |
| November, 2017 (LPG will review Flex proposals on Thursday, November 30 (5th week of month) due to Thanksgiving Holiday on our regular meeting date, November 23 (4th Thursday) | November 6, 2017 | November 13, 2017 | November 21, 2017 (Tues) | November 30, 2017 (next review meeting is in February) | December 8, 2017 |
| No December, 2017 meeting | No Funding Review this month. |
| No January, 2018 Meeting  | No Funding Review this month. |
| February, 2018 | February 6, 2018 | February 13 (Tuesday) | February 20 (Tuesday) | February 22, 2018 | March 1, 2018 |
| No March Meeting | No Funding Review this month.  |
| April, 2018 No Funding proposals will be reviewed again until September, 2018.  | April 2, 2018 | April 10 (Tuesday) | April 17 (Tuesday) | April 26,2018 | May 3, 2018 |
| No May Meeting due to committee members’ request due to end of semester activities and instructional deadlines.  |

L:\Equity and Inclusion Office\Department\Professional Development\Professional Development Advisory Committee\PDACConference and Nexus Funding Review and Approval Timeline for 2017-18