

Task	Timeframe
Annual Committee and Working Group budgets	2 months before beginning of fiscal year
Budget request for next fiscal year to Standing Committee and Working Group chairs	Soon after summer meeting
Committee and Working Group budgets due to FiCom	end of August
Committee and Working Group budget reviews complete and forwarded to Board for approval	Mid September
Committee and Working Group chairs notified of budget decisions	mid September
ESIP meeting travel funding requests (to be handled by Program Committee going forward)	tied to ESIP meeting planning schedule
Availability of travel funds announced	ESIP call for sessions
Travel budgets due to FiCom (from session leaders)	2 weeks after sessions announced
Travel budget reviews complete and requestors notified	2 weeks after budgets due
Special Project funding requests - workshops, etc.	As needed
Special Project request submitted (NOTE: Special Projects are those that don't fit into testbed, incubator, or other ESIP funding opportunities)	At least 2 months before funds needed
Special Project budget reviews complete and requestors notified	Within 1 month of request
Committee Membership Cycle	Nominal 1 year term
Committee elections occur at the annual Winter Meeting, for the budget cycle to include Committee and Working Group budgets for the next fiscal year, and any special project requests received.	
Transition period: outgoing FiCom members complete review of any budget proposals pending at time of January meeting.	

Actual dates for a given fiscal year will depend on the calendar (i.e., whether October 1 falls on a weekday) and annual meeting dates.