

2020-2023 CDSME GRANTEE REPORTING CALENDAR
(Grant Period: August 1, 2020 – July 31, 2023)

Year	Financial Reports ¹		Semi-Annual ² and Final Program Reports ³
2020	Quarterly SF-425	Annual SF-425	
	October 30, 2020 Quarterly (For the Period August 1, 2020 – September 30, 2020)		
2021			
	January 31, 2021 Quarterly (For the Period October 1, 2020 – December 31, 2020)	August 30, 2021 Annual (For the Period August 1, 2020 – July 31, 2021)	March 2, 2021 Semi-Annual (For the Period August 1, 2020 – January 31, 2021)
	April 30, 2021 Quarterly (For the Period January 1, 2021 – March 31, 2021)		August 30, 2021 Semi-Annual (For the Period February 1, 2021 – July 31, 2021)
	July 31, 2021 Quarterly (For the Period April 1, 2021 – June 30, 2021)		
	October 30, 2021 Quarterly (For the Period July 1, 2021 – September 30, 2021)		
2022			
	January 31, 2022 Quarterly (For the Period October 1, 2021 – December 31, 2021)	August 30, 2022 Annual (For the Period August 1, 2021 – July 31, 2022)	March 2, 2022 Semi-Annual (For the Period August 1, 2021 – January 31, 2022)
	April 30, 2022 Quarterly (For the Period January 1, 2022 – March 31, 2022)		August 30, 2022 Semi-Annual (For the Period February 1, 2022 – July 31, 2022)

	July 31, 2022 Quarterly (For the Period April 1, 2022 – June 30, 2022)		
	October 30, 2022 Quarterly (For the Period July 1, 2022 – September 30, 2022)		
2023			
	January 31, 2023 Quarterly (For the Period October 1, 2022 – December 31, 2022)		March 2, 2023 Semi-Annual (For the Period August 1, 2022 – January 31, 2023)
	April 30, 2023 Quarterly (For the Period January 1, 2023 – March 31, 2023)	October 30, 2023 FINAL REPORT (Cumulative for the Period August 1, 2020 – July 31, 2023)	October 30, 2023 FINAL REPORT (Cumulative for the Period August 1, 2020 – July 31, 2023)
	July 31, 2023 Quarterly (For the Period April 1, 2023 – June 30, 2023)		

Other Instructions:

- In addition to the financial and program reporting noted here, grantees must also enter data on programs and participants into the online CDSME National Database within 30 days of program completion. For more information visit: <https://www.ncoa.org/center-for-healthy-aging/cdsme-resource-center/national-chronic-disease-self-management-education-database/data-entry-collection-management-resources/>

¹ Financial reporting should be done through the Payment Management System (PMS). For financial reporting instructions, see: <https://pms.psc.gov/>, <https://acl.gov/grants/managing-grant>, and your official grant Notice of Award.

² Semi-annual Reports should be: 1) uploaded as a “Grant Note” in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to Binod Suwal at binod.suwal@ncoa.org. For the semi-annual reporting instructions and template, see: [ACL Grant Reporting Requirements for Chronic Disease Self-Management Education](#).

³ Final Reports should be: 1) uploaded as a “Grant Note” in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to Binod Suwal at binod.suwal@ncoa.org. For the final reporting instructions and template, see: <https://acl.gov/grants/managing-grant>.