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]
2021	**Annual SF-425**	
	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)
		August 30, 2021 Semi-Annual (For the Period February 1, 2021 – July 31, 2021)
2022		
	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)
		August 30, 2022 Semi-Annual (For the Period February 1, 2022 – July 31, 2022)
2023		
		March 2, 2023 Semi-Annual (For the Period August 1, 2022 – January 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)

Other Instructions:

- *In additional 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/*
- *Refer to the CDSME Frequently Asked Questions document for more information.*
- *Thoroughly review ACL's webpage on "Managing a Grant"- https://acl.gov/grants/managing-grant.*

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[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 **and** ACL Project Officer. 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 **and** ACL Project Officer. For the final reporting instructions and template, see: https://acl.gov/grants/managing-grant. Note that a Property Disposition Statement is required as part of the Final Report.