

## 2021-2024 CDSME GRANTEE REPORTING CALENDAR

(Grant Period: May 1, 2021 – April 30, 2024)

Year	Financial Reports <sup>1</sup>	Semi-Annual <sup>2</sup> and Final Program Reports <sup>3</sup>
<b>2021</b>	<b>Annual SF-425</b>	
		November 30, 2021 Semi-Annual (For the Period May 1, 2021 – October 31, 2021)
<b>2022</b>		
	May 30, 2022 Annual (For the Period May 1, 2021 – April 30, 2022)	May 30, 2022 Semi-Annual (For the Period November 1, 2021 – April 30, 2022)
		November 30, 2022 Semi-Annual (For the Period May 1, 2022 – October 31, 2022)
<b>2023</b>		
	May 30, 2023 Annual (For the Period May 1, 2022 – April 30, 2023)	May 30, 2023 Semi-Annual (For the Period November 1, 2022 – April 30, 2023)
		November 30, 2023 Semi-Annual (For the Period May 1, 2023 – October 31, 2023)
<b>2024</b>		
	August 30, 2024 FINAL REPORT (Cumulative for the Period May 1, 2021 – April 30, 2024)	August 30, 2024 FINAL REPORT (Cumulative for the Period May 1, 2021 – April 30, 2024)

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/>
- 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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<sup>1</sup> 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.

<sup>2</sup> 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](mailto: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](#).

<sup>3</sup> 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](mailto: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.