

2023-2027 CDSME GRANTEE REPORTING CALENDAR
(Grant Period: May 1, 2023 – April 30, 2027)

Year	Financial Reports ¹	Semi-Annual ² and Final Program Reports ³
2023	Annual SF-425	
		Semi-Annual Report- November 30, 2023 (For the Period May 1, 2023 – October 31, 2023)
2024		
	Annual SF-425- May 30, 2024 (For the Period May 1, 2023 – April 30, 2024)	Semi-Annual Report- May 30, 2024 (For the Period November 1, 2023 – April 30, 2024)
		Semi-Annual Report- November 30, 2024 (For the Period May 1, 2024 – October 31, 2024)
2025		
	Annual SF-425- May 30, 2025 (For the Period May 1, 2024 – April 30, 2025)	Semi-Annual Report- May 30, 2025 (For the Period November 1, 2024 – April 30, 2025)
		Semi-Annual Report- November 30, 2025 (For the Period May 1, 2025 – October 31, 2025)
2026		
	Annual SF-425- May 30, 2026 (For the Period May 1, 2025 – April 30, 2026)	Semi-Annual Report- May 30, 2026 (For the Period November 1, 2025 – April 30, 2026)
		Semi-Annual Report- November 30, 2026 (For the Period May 1, 2026 – October 31, 2026)

2027		
	FINAL REPORT - August 30, 2027 (Cumulative for the Period May 1, 2023 – April 30, 2027)	FINAL REPORT- August 30, 2027 (Cumulative for the Period May 1, 2023 – April 30, 2027)

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: [National CDSME Database for Professionals](#).*
- *Please review and 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>.*

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.