

## 2022-2025 CDSME GRANTEE REPORTING CALENDAR

(Grant Period: May 1, 2022 – April 30, 2025)

Year	Financial Reports <sup>1</sup>	Semi-Annual <sup>2</sup> and Final Program Reports <sup>3</sup>
<b>2022</b>	<b>Annual SF-425</b>	
		Semi- Annual Report- November 30, 2022 (For the Period May 1, 2022 – October 31, 2022)
<b>2023</b>		
	Annual SF-425- May 30, 2023 (For the Period May 1, 2022 – April 30, 2023)	Semi Annual Report- May 30, 2023 (For the Period November 1, 2022 – April 30, 2023)
		Semi- Annual Report- November 30, 2023 (For the Period May 1, 2023 – October 31, 2023)
<b>2024</b>		
	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)
<b>2025</b>		
	<b>FINAL REPORT</b> - August 30, 2025 (Cumulative for the Period May 1, 2022 – April 30, 2025)	<b>FINAL REPORT</b> - August 30, 2025 (Cumulative for the Period May 1, 2022 – April 30, 2025)

**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>.
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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.