## UCEDD Grant Writing & Reporting Timeline

### Core 5-year Application
- **Frequency:** Submitted every five years, to start a new UCEDD core grant cycle
- **Completion details:** Submitted in Grant Solutions
- **Deadline:** January-March (exact date is announced each year)
- **Helpful resources:** "UCEDD Grants" page on the UCEDD Resource Center website
  - Grant modification guidance
  - Grants Management
  - Data sources to inform state needs assessment
  - UCEDD-University Agreement Report
  - Sample Applications from network
  - Archived past UCEDD FOAs

### Program Performance Report (PPR)
- **Frequency:** Submitted every year, after the end of the fiscal year, to meet the UCEDD reporting requirements
- **Completion details:** Completed in NIRS and submitted (uploaded) in Grant Solutions
- **Deadline:** July 30, which is 30 days after the end of the grant period
- **Helpful resources:** "UCEDD Reporting" page on the UCEDD Resource Center
  - PPR Template and Guidance
  - PPR Guidebook
  - Logic Model and NIRS data points
  - Archived Annual Reporting Webinar

### Final 5-year Report
- **Frequency:** Submitted every five years, at the end of the UCEDD grant cycle, to meet the UCEDD reporting requirements
- **Completion details:** Completed in NIRS and submitted (uploaded) in Grant Solutions
- **Deadline:** October 28, which is 120 days after the end of the grant period
- **Helpful resources:** "UCEDD Reporting" page on the UCEDD Resource Center
  - Final Program Progress Report
  - Final Financial Status Report, SF425
  - Property Inventory and Disposition Statement, SF428

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Content in this document is strictly for planning purposes and does not supersede official guidance written into Notices of Award, Notices of Funding Opportunities, or other federal guidance.
# UCEDD Core Grant Fiscal Timeline

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## Application Budget Documents

5 Year Application Required Budget Documents:
- Typically due January-March
- Budget Narrative/Justification guidance, sample, and template can be found [here](#).
- **SF424** Application for Federal Financial Assistance
- **SF424A** Budget Information Form
- **SF424B** Assurances
- Copy of most recent indirect cost agreement or cost allocation plan, if requesting indirect costs

(Optional) Request for a Reduced Match
- Reduced match must be requested at the time of the 5-year core grant application.
- [Guidance on Reduced Match](#).

**Annual Non-Competing Continuation (NCC) Application:**
- Typically due April/May
- [Instructions](#) and [Demonstration Recording](#)
- **SF424** Application for Federal Financial Assistance
- **SF424A** Budget Information for Non-Construction Program
- [Budget Narrative/Justification](#), Appendix A
- As applicable:
  - [Managing a Grant](#)

## Ongoing Reporting

Quarterly Reporting:
- **SF425** lines 10a – 10c for the quarters ending 3/31, 6/30, 9/30, and 12/31, due 30 days after the end of the quarter (4/30, 7/30, 10/30, and 1/30)

**Annual Reporting:**
- **SF425** due 90 days after the end of the grant period (September 28)

(Optional) Carryover Requests can be submitted after notice of award
- [Managing a Grant](#)

## Final 5 Year Financial Reporting

Final Reports are due 90 days after the end of each 5-year core grant cycle (typically 9/28). These reports must include:
- [Final Program Progress Report](#)
- A Final **SF425** Financial Status Report
- A **SF428** Property Inventory and Disposition Statement

(Optional) Grantees can apply for a [No Cost Extension](#) to complete existing project activities or facilitate the orderly closeout of the grant.
- Must be submitted at least 30 days before the end of the project period
- [Managing a Grant](#)

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7/13/2022