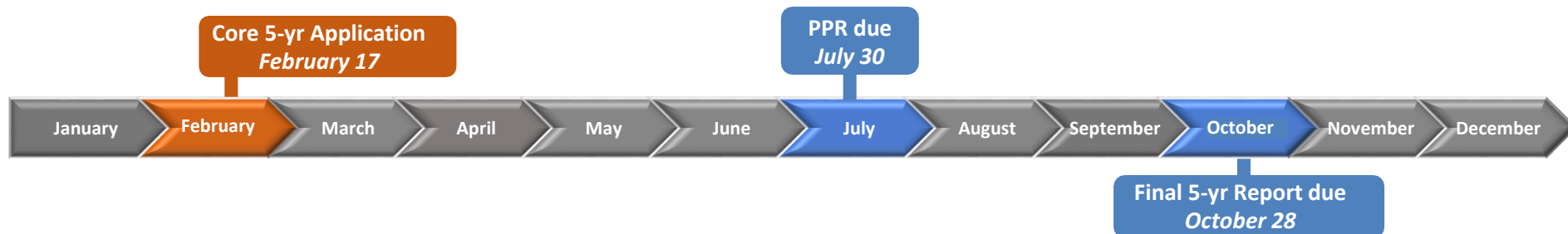


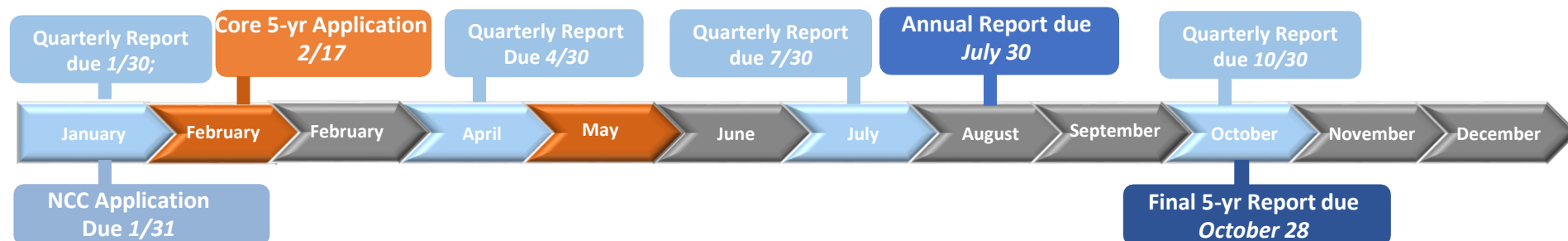
UCEDD Grant Writing & Reporting Timeline



Core 5-year Application	Program Performance Report (PPR)	Final 5-year Report
<p><u>Frequency:</u> Submitted every five years, to start a new UCEDD core grant cycle</p>	<p><u>Frequency:</u> Submitted every year, after the end of the fiscal year, to meet the UCEDD reporting requirements</p>	<p><u>Frequency:</u> Submitted every five years, at the end of the UCEDD grant cycle, to meet the UCEDD reporting requirements</p>
<p><u>Completion details:</u> Submitted in Grant Solutions</p>	<p><u>Completion details:</u> Completed in NIRS and submitted (uploaded) in Grant Solutions</p>	<p><u>Completion details:</u> Completed in NIRS and submitted (uploaded) in Grant Solutions</p>
<p><u>Deadline:</u> January-March (exact date is announced each year)</p>	<p><u>Deadline:</u> July 30, which is 30 days after the end of the grant period</p>	<p><u>Deadline:</u> October 28, which is 120 days after the end of the grant period</p>
<p><u>Helpful resources:</u> "UCEDD Grants" page on the UCEDD Resource Center website</p> <ul style="list-style-type: none"> ❖ Grant modification guidance ❖ Grants Management ❖ Data sources to inform state needs assessment ❖ UCEDD-University Agreement Report ❖ Sample Applications from network ❖ Archived past UCEDD FOAs 	<p><u>Helpful resources:</u> "UCEDD Reporting" page on the UCEDD Resource Center</p> <ul style="list-style-type: none"> ❖ PPR Template and Guidance ❖ PPR Guidebook ❖ Logic Model and NIRS data points ❖ Archived Annual Reporting Webinar 	<p><u>Helpful resources:</u> "UCEDD Reporting" page on the UCEDD Resource Center</p> <ul style="list-style-type: none"> ❖ Final Program Progress Report ❖ Final Financial Status Report, SF425 ❖ Property Inventory and Disposition Statement, SF428

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



Application Budget Documents	Ongoing Reporting	Final 5 Year Financial Reporting
<p>5 Year Application Required Budget Documents:</p> <ul style="list-style-type: none"> ❖ 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 <p>(Optional) Request for a Reduced Match</p> <ul style="list-style-type: none"> ❖ Reduced match must be requested at the time of the 5-year core grant application. ❖ Guidance on Reduced Match <p>Annual Non-Competing Continuation (NCC) Application:</p> <ul style="list-style-type: none"> ❖ 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: <ul style="list-style-type: none"> – Managing a Grant 	<p>Quarterly Reporting:</p> <ul style="list-style-type: none"> ❖ 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) <p>Annual Reporting:</p> <ul style="list-style-type: none"> ❖ SF425 due 90 days after the end of the grant period (September 28) <p>(Optional) Carryover Requests can be submitted after notice of award</p> <ul style="list-style-type: none"> ❖ Managing a Grant 	<p>Final Reports are due 90 days after the end of each 5-year core grant cycle (typically 9/28). These reports must include:</p> <ul style="list-style-type: none"> ❖ Final Program Progress Report ❖ A Final SF425 Financial Status Report ❖ A SF428 Property Inventory and Disposition Statement <p>(Optional) Grantees can apply for a No Cost Extension to complete existing project activities or facilitate the orderly closeout of the grant.</p> <ul style="list-style-type: none"> ❖ Must be submitted at least 30 days before the end of the project period ❖ Managing a Grant