

# SHIP: FY23 Reporting Requirements

<u>Due Date</u>	<u>Submission Name</u>	<u>Reporting Period</u>	<u>Template/Guidance</u>	<u>Where to Submit</u>
11/8/2022	Application	n/a	grants.gov	grants.gov
Varies; see FY 2023 NOA and EHB	Requests(s) for Information	6/1/23-5/31/24	Review NOA for instructions and contact PO with questions/concerns	In EHB under appropriate submission
Varies; see FY 2023 NOA and EHB	Revised FY 2023 SHIP Hospital Funding Spreadsheet	6/1/23-5/31/24	SHIP TA website: <a href="https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates">https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates</a>	In EHB, "Revised FY 2023 SHIP Hospital Funding Spreadsheet"
Varies; see FY 2023 NOA and EHB if applicable	Revised Budget and Budget Narrative	6/1/23-5/31/24	SF424A: <a href="https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf">https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf</a>	In EHB, "Revised Budget"
Varies; see FY 2023 NOA and EHB if applicable	Condition(s) of Award	6/1/23-5/31/24	Review NOA for instructions and contact PO with questions/concerns	In EHB under appropriate submission
8/29/2024	Annual Report	6/1/23 - 5/31/24	Finalize FY 2023 Administrative Report	In Salesforce (DCP)
8/29/2024	Federal Financial Report (FFR)	6/1/23 - 5/31/24	Fillable forms in PMS; for help, visit: <a href="https://pms.psc.gov/training/gr-ffr-training.html">https://pms.psc.gov/training/gr-ffr-training.html</a>	In PMS; for help, visit: <a href="https://pms.psc.gov/support/help-desk.html">https://pms.psc.gov/support/help-desk.html</a>
9/28/2024	Carryover PAR (if applicable)	6/1/23 - 5/31/24	Upload/complete: 1. SF424A form with the carryover amount 2. Budget/budget narrative with the carryover amount 3. Cover letter signed by your authorizing official explaining why funds went unobligated and how the funds will be used to complete activities in your previously approved work plan	In EHB; for help, visit: <a href="https://www.youtube.com/watch?v=oVoXE2F4iY">https://www.youtube.com/watch?v=oVoXE2F4iY</a>

**Note: There may be other requirements such as quarterly reporting, draw-down restrictions, or other conditions of award and requests for information that are unique to your award. Please review your NOA carefully and talk with your HRSA Project Officer if you have questions**

# SHIP: FY24 Reporting Requirements

<u>Due Date</u>	<u>Submission Name</u>	<u>Reporting Period</u>	<u>Template/Guidance</u>	<u>Where to Submit</u>
EHB: 2/16/24 Salesforce: 3/8/24	FY 2024 NCC Progress Report	6/1/23-5/31/24 AND 6/1/24-5/31/25	Emailed, in EHB, in Salesforce (DCP), and on SHIP TA website	In EHB, "Noncompeting Continuation Progress Report"; In Salesforce (DCP), FY 2023 & FY 2024 Administrative Reports
Varies; see EHB if applicable	Request(s) for Information	6/1/23-5/31/24 AND/OR 6/1/24-5/31/25	Review RFI in EHB for instructions and contact PO with questions/concerns	In EHB under appropriate submission
Varies; see FY 2024 NOA	Updated FY 2024 SHIP Hospital Funding and Activities	6/1/24-5/31/25	Revise FY 2024 Administrative Report	In Salesforce (DCP)
Varies; see FY 2024 NOA and EHB if applicable	Revised Budget and Budget Narrative	6/1/24-5/31/25	Review NOA for instructions and contact PO with questions/concerns SF424A: <a href="https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf">https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf</a>	In EHB, "Revised Budget"
Varies; see FY 2024 NOA and EHB if applicable	Condition(s) of Award	6/1/24-5/31/25	Review NOA and EHB for instructions and contact PO with questions/concerns	In EHB under appropriate submission
8/29/2025	Annual Report	6/1/24-5/31/25	Finalize FY 2024 Administrative Report	In Salesforce (DCP)
8/29/2025	Federal Financial Report (FFR)	6/1/24-5/31/25	Fillable forms in PMS; for help, visit: <a href="https://pms.psc.gov/training/grffr-training.html">https://pms.psc.gov/training/grffr-training.html</a>	In PMS; for help, visit: <a href="https://pms.psc.gov/support/help-desk.html">https://pms.psc.gov/support/help-desk.html</a>
9/28/2025	Carryover PAR (if applicable)	6/1/24-5/31/25	Upload/Complete: 1. SF424A form with the carryover amount 2. Budget/budget narrative with the carryover amount 3. Cover letter signed by your authorizing official explaining why funds went unobligated and how the funds will be used to complete activities in your previously approved work plan	In EHB; for help, visit: <a href="https://www.youtube.com/watch?v=oVoXE2F4iIY">https://www.youtube.com/watch?v=oVoXE2F4iIY</a>

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# SHIP: FY25 Reporting Requirements

<u>Due Date</u>	<u>Submission Name</u>	<u>Reporting Period</u>	<u>Template/Guidance</u>	<u>Where to Submit</u>
1/8/25; See FY 2024 NOA if applicable	FY 2025 NCC Pre-Submission Review	6/1/24-5/31/25 AND 6/1/25-5/31/26	Emailed, in EHB, and on SHIP TA website	Email to SHIP-TA, CC FORHP PO
2/1/2025	FY 2025 NCC	6/1/24-5/31/25 AND 6/1/25-5/31/26	Emailed, in EHB, in Salesforce (DCP), and on SHIP TA website	In EHB, "Noncompeting Continuation Progress Report"; In Salesforce (DCP), FY 2024 & FY 2025 Administrative Reports
Varies; see FY 2025 NOA and EHB if applicable	Request(s) for Information	6/1/24-5/31/25 AND/OR 6/1/25-5/31/26	Review RFI in EHB for instructions and contact PO with questions/concerns	In EHB under appropriate submission
Varies; see FY 2025 NOA	Updated FY 2025 SHIP Hospital Funding and Activities	6/1/25-5/31/26	Revise FY 2025 Administrative Report in Salesforce	In Salesforce (DCP)
Varies; see FY 2025 NOA and EHB if applicable	Revised Budget	6/1/25-5/31/26	Review NOA for instructions and contact PO with questions/concerns SF424A: <a href="https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf">https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf</a>	In EHB, "Revised Budget"
Varies; see FY 2025 NOA and EHB if applicable	Condition(s) of Award	6/1/25-5/31/26	Review NOA and EHB for instructions and contact PO with questions/concerns	In EHB under appropriate submission
8/29/2026	Annual Report	6/1/25-5/31/26	Finalize FY 2025 Administrative Report	In Salesforce (DCP)
8/29/2026	Federal Financial Report (FFR)	6/1/25-5/31/26	Fillable forms in PMS; for help, visit: <a href="https://pms.psc.gov/training/gr-ffr-training.html">https://pms.psc.gov/training/gr-ffr-training.html</a>	In PMS; for help, visit: <a href="https://pms.psc.gov/support/help-desk.html">https://pms.psc.gov/support/help-desk.html</a>
9/28/2026	Carryover PAR (if applicable)	6/1/25-5/31/26	Upload/Complete: 1. SF424A form with the carryover amount 2. Budget/budget narrative with the carryover amount 3. Cover letter signed by your authorizing official explaining why funds went unobligated and how the funds will be used to complete activities in your previously approved work plan	In EHB; for help, visit: <a href="https://www.youtube.com/watch?v=oVoXE2F4iIY">https://www.youtube.com/watch?v=oVoXE2F4iIY</a>

**Note: There may be other requirements such as quarterly reporting, draw-down restrictions, or other conditions of award and requests for information that are unique to your award. Please review your NOA carefully and talk with your HRSA Project Officer if you have questions.**