

# Report Requirements

## 2018-19 Grant Cycle



The chart below outlines the reports required for the 2018-19 grant cycle. Please keep as a reference during the grant year to know what report is due when during the cycle, and what materials you can reference.

Report	Due Date	What requested	Resources	Where
<b>Six-Month Progress</b>	October 31, 2018 (or 30 days after first payment is spent)	# and type of procedures/services	Eligibility intake form	GeMS
		Client demographics	Tracking documents	
		For clinical care: time to complete diagnostics and initiate treatment, if applicable	Materials developed to implement grant	
		Narrative responses		
		Budget tracking		
<b>Site Visit</b>	August-September 2018	Update on progress	Tracking documents	Your organization
		Discuss successes/challenges		
		Ideas for future collaboration		
		Client/Patient for an "interview"		
<b>Nine-Month Progress</b>	January 31, 2019	Budget tracking	Tracking documents	Excel document sent through email
		# and type of procedures/services		
		Discussion on progress		
<b>Final</b>	May 15, 2019 (or 45 days after all funds are spent)	Number and type of procedures/services	Eligibility intake form	GeMS
		Client demographics	Tracking documents	
		For clinical care: time to complete diagnostics and initiate treatment, if applicable	Materials developed to implement grant	
		Information on meeting desired outcomes		
		Narrative responses		
		Budget tracking		