

INNOVATIONS IN NUTRITION PROGRAMS AND SERVICES GRANTEE REPORTING CALENDAR

Research Grant May 1, 2023 – April 30, 2028		
Year	FINANCIAL REPORTS ¹	PROGRAMMATIC REPORTS ²
2023		
November		November 30, 2023 Semi---Annual (For the Period May 1, 2023-October 31, 2023)
2024	ANNUAL SF-425	PROGRAMMATIC REPORTS
May		May 30, 2024 Semi-Annual (For the Period November 1, 2023 – April 30, 2024)
July	July 29, 2024 Annual (For the Period May 1, 2023 – April 30, 2024)	
November		November 30, 2024 Semi---Annual (For the Period May 1, 2024-October 31, 2024)
2025	ANNUAL SF-425	PROGRAMMATIC REPORTS
May		May 30, 2025 Semi-Annual (For the Period November 1, 2024 – April 30, 2025)
July	July 29, 2025 Annual (For the Period May 1, 2024 – April 30, 2025)	
November		November 30, 2025 Semi---Annual (For the Period May 1, 2025-October 31, 2025)
2026	ANNUAL SF-425	PROGRAMMATIC REPORTS
May		May 30, 2026 Semi-Annual (For the Period November 1, 2025 – April 30, 2026)
July	July 29, 2026 Annual (For the Period May 1, 2025 – April 30, 2026)	
November		November 30, 2026 Semi---Annual (For the Period May 1, 2026-October 31, 2026)
2027	ANNUAL SF-425	PROGRAMMATIC REPORTS
May		May 30, 2027 Semi-Annual (For the Period November 1, 2026 – April 30, 2027)
July	July 29, 2027 Annual (For the Period May 1, 2026 – April 30, 2027)	
November		November 30, 2027 Semi---Annual (For the Period May 1, 2027-October 31, 2027)
2028	ANNUAL SF-425	PROGRAMMATIC REPORTS
May		Draft Capstone Project Due May 30, 2028
July	July 29, 2028 Annual (For the Period May 1, 2027 – April 30, 2028)	
Close out	FINAL FINANCIAL REPORTS SF-425	FINAL PROGRAMMATIC REPORTS ³
August	August 28, 2028 FINAL FINANCIAL REPORT (Cumulative for the period May 1, 2023-April 30, 2028) In addition, a Property Disposition Statement ³ is due.	August 28, 2028 FINAL PROGRAMMATIC REPORT in lieu of May 30 semi-annual report (Cumulative for the period May 1, 2023-April 30, 2028) Final Capstone Due August 28, 2028

Please see page 2 for other instructions

Other Instructions:

- Thoroughly review ACL's webpage on "Managing a Grant"- <https://acl.gov/grants/managing-grant>.
- Meetings with ACL program officers will take place on the following schedule: (subject to change based on performance)
 - Year 1: Monthly
 - Year 2: Bi-monthly
 - Year 3: Quarterly
- Semi-annual reports are due every 6 months during the grant period. The Final Programmatic Report is submitted in lieu of the last semi-annual report.

¹ Financial reporting should be submitted 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.

² Semi-annual Reports should be: 1) uploaded in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to your Technical Assistance Liaison **and** ACL Project Officer. For the semi-annual reporting instructions and template, see: [Current Guidelines for Preparing Performance Reports for Grants](#).

³ Final Reports should be: 1) uploaded in GrantSolutions (<https://www.grantsolutions.gov>); and 2) emailed to your Technical Assistance Liaison **and** ACL Project Officer. For the final reporting instructions and template, see: [Current Guidelines for Preparing Performance Reports for Grants](#). Note that a [Property Disposition Statement](#) is required as part of the Final Report.