SHIP: FY23 Reporting Requirements

Program	Due Date	Submission Name	Reporting Period	Template/Guidance	Where to Submit
SHIP	11/8/2022	Application	n/a	grants.gov	grants.gov
SHIP	Varies; see NOA and EHB	Revised Budget and Budget Narrative	6/1/23-5/31/24	SF424A: https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf	In EHB, "Revised Budget"
SHIP	Varies; see NOA and EHB	Updated FY23 SHIP Hospital Funding Spreadsheet	6/1/23-5/31/24	Will post on SHIP TA wesbite	In EHB, "Updated FY 2023 SHIP Hospital Funding Spreadsheet"
SHIP	Varies; see NOA and EHB	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
SHIP	8/29/2024	Annual Report	6/1/23 - 5/31/24	Revise entries in Salesforce	In Salesforce
SHIP	8/29/2024	Federal Financial Report (FFR)	6/1/23 - 5/31/24	Fillable forms in PMS; for training, visit: https://pms.psc.gov/training/grant-recipient-training.html	In PMS; for help, visit: https://pms.psc.gov/support/help-desk.html
SHIP	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: https://www.youtube.com/watch?v=oVoXE2F4iIY

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

Program	Due Date	Submission Name	Reporting Period	Template/Guidance	Where to Submit
SHIP	EHB: 2/16/24 Salesforce: 3/8/24	FY24 NCC Progress Report	6/1/23-5/31/24 and 6/1/24-5/31/25	Emailed, in EHB and Salesforce, and on SHIP TA website: https://www.ruralcenter.org/resources/grant-guidance-and-reporting-templates	In EHB, "Noncompeting Continuation Progress Report"; In Salesforce, FY 2023 & FY 2024 hospital activities
SHIP	Varies; see NOA and EHB	Revised Budget and Budget Narrative	6/1/24-5/31/25	SF424A: https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf	In EHB, "Revised Budget"
SHIP	Varies; see NOA	Updated FY24 SHIP Hospital Funding and Activites	6/1/24-5/31/25	Revise entries in Salesforce	In Salesforce
SHIP	Varies; see NOA and EHB	Condition(s) of Award	6/1/24-5/31/25	Review NOA for instructions and contact PO with questions/concerns	In EHB under appropriate submission
SHIP	8/29/2025	Annual Report	6/1/24-5/31/25	Revise entries in Salesforce	In Salesforce
SHIP	8/29/2025	Federal Financial Report (FFR)	6/1/24-5/31/25	Fillable forms in PMS; for training, visit: https://pms.psc.gov/training/grant-recipient-training.html	In PMS; for help, visit: https://pms.psc.gov/support/help-desk.html
SHIP	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: https://www.youtube.com/watch?v=oVoXE2F4iIY

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.

ARP-COVID SHIP: Current Reporting Requirements

PROGRAM	KEY DELIVERABLES/ITEMS	TYPE	DUE DATE	REPORTING PERIOD
ARP-COVID	Quarterly Report Submit to portal	Reporting Requirement	1/30/2023	10/01/2022 - 12/31/2022
ARP-COVID	Minor A/R Quarterly Reports Submit to EHB	Reporting Requirement	1/30/2023	10/01/2022 - 12/31/2022
ARP-COVID	Equipment List	Reporting Requirement	Submitted as part of grant close-out	07/01/2021 - 12/31/2022
ARP-COVID	FY 21 Final Report*	Reporting Requirement	03/30/2023	07/01/2021 - 12/31/2022
ARP-COVID	Federal Financial Report (FFR)*	Reporting Requirement	04/30/2023	07/01/2021 - 12/31/2022

*These dates only apply to states that did not submit an NCE. For questions about unique reporting deadlines, please contact Jason Steele at jsteele@hrsa.gov