

SHIP & COVID SHIP: FY 20 -21 Reporting Requirements

PROGRAM	KEY DELIVERABLES/ITEMS	TYPE	DUE DATE	REPORTING PERIOD
COVID SHIP	COVID-19 Response Workplan and Overview	Reporting Requirement	5/22/2020	04/01/2020 - 09/30/2021
COVID SHIP	COVID-19 Response Budget and Budget Justification	Reporting Requirement	5/22/2020	04/01/2020 - 09/30/2021
SHIP	Budget Revision	Condition Requirement	*7/1/2020	06/01/2020 - 05/31/2021
COVID SHIP	Quarterly Progress Report (1)	Reporting Requirement	7/30/2020	04/01/2020 - 06/30/2020
SHIP	FY 2019 Annual Report	Reporting Requirement	**9/30/2020	06/01/2019 - 05/31/2020
COVID SHIP	Quarterly Progress Report (2)	Reporting Requirement	10/30/2020	07/01/2020 - 09/30/2020
SHIP	Federal Financial Report (FFR)	Reporting Requirement	10/30/2020	06/01/2019 - 05/31/2020
SHIP	Carryover Request	Reporting Requirement	11/30/2020	06/01/2019 - 05/31/2020
SHIP	FY 2021 Non-Competing Continuation (NCC)	Reporting Requirement	*1/2021	06/01/2020 - 05/31/2021
COVID SHIP	Quarterly Progress Report (3)	Reporting Requirement	1/30/2021	10/01/2020 - 12/31/2020
COVID SHIP	Quarterly Progress Report (4)	Reporting Requirement	4/30/2021	01/01/2021 - 03/31/2021
COVID SHIP	Quarterly Progress Report (5)	Reporting Requirement	7/30/2021	04/01/2021 - 06/30/2021
SHIP	FY 2020 Annual Report	Reporting Requirement	8/29/2021	06/01/2020 - 05/31/2021
COVID SHIP	Quarterly Progress Report (6)	Reporting Requirement	10/30/2021	07/01/2021 - 09/30/2021
SHIP	Federal Financial Report (FFR)	Reporting Requirement	10/30/2021	06/01/2020 - 05/31/2021
COVID SHIP	Federal Financial Report (FFR)	Reporting Requirement	1/30/2022	04/01/2020 - 09/30/2021

This report is due quarterly over 18 month period of performance

*Estimated Date See EHB for exact date

**Date changed

SHIP (H3H) Reporting Requirements

DUE DATE	REPORT NAME	REPORTING PERIOD	TEMPLATE/ RELATED GUIDANCE	WHAT AND WHERE TO SUBMIT FORMAT TO SUBMIT ON EHB / "NAME OF SUBMISSION TASK ON EHB"
*07/2020 Varies pending NoA issue date	BUDGET REVISION	06/01/2020- 05/31/2021	SF424-A Budget Form Line Item Budget, and Budget Justification Narrative to the number of hospitals and the amount per hospital for the Federal award.	Upload SF 424A, Line Item Budget, and Budget Justification Narrative as separate attachments on the "Revised Budget" submission task
**09/30/2020	FY 2019 ANNUAL REPORT	06/01/2019- 05/31/2020	FY 2019 Annual Report template [Anticipated Release: June 2020]	Submit FY 2019 Annual Report Template as an Excel File / "Annual Report"
10/30/2020	FEDERAL FINANCIAL REPORT (FFR)	06/01/2019- 05/31/2020	EHB Video on FFR & EHB Video on Prior Approval Request- Carryover . If needed, a prior approval for carryover you submit the request simultaneously or no later than 30 days after the due date of the FFR. See SHIP Prior Approval Request to Carryover Unobligated Funds - One-pager guidance on carryover request.	Submit the required Financial Report and Other Supporting Documents and Prior Approval Carryover Request (if applicable)/ "Financial Report"
*01/2021	FY 2021 NON-COMPETING CONTINUATION (NCC)	06/01/2020- 05/31/2021	FY 2021 Noncompeting Continuation (NCC) Progress Report Instruction Template [Anticipated Release: December 2020]	See FY 2021 NCC Progress Report Instruction Template / "Noncompeting Continuation Progress Report"
*08/29/2021	FY 2020 ANNUAL REPORT	06/01/2020- 05/31/2021	FY 20 Annual Report Template & Instructions [Anticipated Release: March 2021]	Submission Instructions (TBD)/ "Annual Report"
10/30/2022	FEDERAL FINANCIAL REPORT (FFR)	06/01/2020- 05/31/2021	See EHB Video on FFR & EHB Video on Prior Approval Request- Carryover . SHIP Prior Approval Request to Carryover Unobligated Funds - One-pager guidance on carryover request.	Submit the required Financial Report and Other Supporting Documents and Prior Approval Carryover Request (if applicable)/ "Financial Report"