

## Grant Reporting Procedures

Note: All reports are to be submitted to the Department of Health (DOH) by grantees through SAGE. Please do not send reports to the New Jersey Autism Center of Excellence (NJACE).

**1. Progress Reports:** Progress Reports due within 10 business days post last date of the quarter. Progress Report components include:

1. PART I: Grant Progress Report Chart to be completed in SAGE
2. PART II: Narrative to be submitted as a miscellaneous attachment in SAGE
3. PART III: Program Specifications to be submitted with Part II in SAGE, if applicable

For more information and details on Progress Reports, please see documents:

- Quarterly Progress Report Template for Grantees
- Quarterly Progress Report Template for Medical Homes
- SAGE Progress Report Working Instructions
- SAGE Department of Health Applicant User Guide

**2. Annual Reports:** Annual Reports are due within 30 days following the end of the grant period. Annual Reports are to be added as with a respective header listing the dates covered by the reports in SAGE. Annual Report components include:

1. Title Page
2. Report
3. Attachments or Lessons Learned

For more information and details on Annual Reports, please see documents:

- Annual Report Template for Grantees
- Annual Report Template for Medical Homes
- SAGE Progress Report Working Instructions
- SAGE Department of Health Applicant User Guide

**3. Final Reports:** Final Reports are due within 60 days of the close of the grant. Final Reports are to be added as with a respective header listing the dates covered by the reports in SAGE. Final Report components include:

1. Title Page
2. Report
3. Attachments and/or Lessons Learned

For more information and details on Final Reports, please see documents:

- Final Report Template for Grantees
- Final Report Template for Medical Homes
- SAGE Progress Report Working Instructions

- SAGE Department of Health Applicant User Guide

Note: Clearly label each report with the grant number, title of attachment, fiscal year, quarter and the name of the Principal Investigator (ex. CAUT15APL001, Narrative, FY'19Q1, James Smith, PhD). Please attach all reports within the miscellaneous section within SAGE.

**4. Expenditure Reports:** Quarterly report of expenditures; reviewed/approved by Grant Management Officer (GMO).

**5. Grant Amendment:** Increase or decrease in overall budget, change in scope, or extension of grant period; require approval by Department of Health offices prior to editing.

**6. Budget Revision:** Line item change; no increase or decrease in overall budget; reviewed/approved by GMO.

Note: It is important to coordinate submission of Progress Reports with submission of Expenditure Reports, Grant Amendments and Budget Revisions. Please follow these rules carefully upon submission:

- ✓ A Quarterly Progress Report can be submitted before, at the same time or after an Expenditure Report; both reports must have the same "Period Covered" listed in the SAGE Header. However, an Expenditure Report submitted before a Progress Report will be on hold until submission of the Progress Report.
- ✓ In general, Progress Reports and Expenditure Reports cannot be submitted in SAGE if a Grant Amendment or Budget Revision has previously been submitted and is awaiting approval.
- ✓ After a Progress Report is submitted, the grantee can submit a Grant Amendment or Budget Revision while the Progress Report is being reviewed.

Note: Time is required for approval of Grant Amendments and Budget Revisions. Please see following time schedule:

- ✓ A Grant Amendment may take several weeks before approved.
- ✓ A Budget Revision approval time depends on the time it takes one to complete the designated page(s) in SAGE once Grant Management Officer opens the page(s). Budget Revisions should only take a few days to approve if there are no problems. If there are problems, GMO will reopen the pages for the one to make the corrections and resubmit.

For more information and details on Final Reports, please see documents:

- SAGE Grant Amendment, Budget Revision, Expense Report Working Instructions
- SAGE Department of Health Applicant User Guide