

## Grant Reporting Procedures for All Grantees

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 are due by January 15 for consideration by the Council for funding activities in the following year. If the due date falls on a weekend or federal holiday, the due date is automatically extended to the next business day.

Progress Report submission includes:

1. Progress Report is to be submitted as a Progress Report attachment in SAGE (see template on NJACE website)

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

- SAGE Reporting Working Instructions
- Progress Report Template
- SAGE Department of Health Applicant User Guide

2. **Final Reports**: Final Reports are due within 60 days of the close of the grant. If the due date falls on a weekend or federal holiday, the due date is automatically extended to the next business day.

Final Report submission includes:

1. Final Report is to be submitted as a Progress Report attachment in SAGE (see template on NJACE website)

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

- SAGE Reporting Working Instructions
- Final Report Template
- SAGE Department of Health Applicant User Guide

3. **Expenditure Reports**: Report of expenditures; reviewed/approved by Grant Management Officer (GMO).

4. **Grant Amendment**: Increase or decrease in overall budget, change in scope, or extension of grant period as a No Cost Extension. A No-Cost Extension is a request to have more time to complete your grant goals with the same funding amount that you were granted. You will not be granted more funding, but you may utilize the remaining funds. You may request a no-cost extension for up to one year or less. Continuation of your grant is subject to approval of your Progress Report and no-cost extension. **Please note**: All grantees may only apply for ONE no-cost extension during their grant time period.

5. **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 Progress is submitted annually and expenditure reports are submitted quarterly.
- ✓ 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.
- ✓ If needed, a Grant Amendment requesting a No-Cost Extension must be submitted at the same time as the Progress Report.

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 No-Cost Extension 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 grantee to make the corrections and resubmit.