

GME Calendar Handout

Most of the elements completed in GME are required on an annual basis. Some tasks are connected, meaning one element needs to be finished before the next element can be done. This calendar provides a framework for the type of actions that need to be completed throughout the calendar year. Specific dates are communicated via the Monthly Review, emailed to all GME users and posted on the GME Home page.



	Open in GME	To Do
JAN / FEB	<ul style="list-style-type: none"> ▪ Indirect Cost Request ▪ Self Assessment ▪ General Statement of Assurances 	<p>Reimbursement Requests (RR): RRs for current fiscal year grants should be submitted regularly.</p> <p>Single Audit Reporting Package (SARP): All entities meeting the established expenditure threshold are required to submit an SARP. The deadline is within 30 days of obtaining it from your independent audit firm or within 9 months of your fiscal year end, whichever comes first.</p>
MAR	<ul style="list-style-type: none"> ▪ Funding Applications: Most of the upcoming fiscal year's Funding Applications are open. ▪ Risk Assessment 	<p>Reimbursement Requests (RR): RRs for current fiscal year grants should be submitted regularly.</p> <p>Single Audit Reporting Package (SARP): All entities meeting the established expenditure threshold are required to submit an SARP in GME. The deadline is within 30 days of obtaining it from your independent audit firm or within 9 months of your fiscal year end, whichever comes first.</p>
APR		<p>Substantial Approval: Obtain Substantial Approval for upcoming fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs for current fiscal year state reverting grants need to be submitted.</p>
MAY		<p>Substantial Approval: Obtain Substantial Approval for upcoming fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs for current fiscal year state reverting grants need to be submitted.</p>

	Available in GME	To Do
JUN		<p>Substantial Approval: Obtain Substantial Approval for prior fiscal year grants.</p> <p>Reimbursement Request (RRs): Submit approvable RRs, as they will be unavailable later this month – exact dates will be provided in the Monthly Review. Reimbursements for state reverting grants cannot be done within a completion report.</p>
JUL	<ul style="list-style-type: none"> ▪ Completion Reports (CR): CRs for prior fiscal year grants that ended 6/30 and some ending 9/30. ▪ Reimbursement Request (RR): <ul style="list-style-type: none"> ○ RRs for prior fiscal year grants reopen. ○ RRs for current fiscal year grants with Substantial Approval are available. 	<p>Completion Reports (CR): Submit your CRs for prior fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs should be submitted regularly.</p>
AUG		<p>Completion Reports (CR): Submit your CRs for prior fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs should be submitted regularly.</p>
SEP		<p>Completion Reports (CR): Submit your CRs for prior fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs should be submitted regularly.</p>
OCT	<ul style="list-style-type: none"> ▪ Completion Reports (CR): CRs for prior fiscal year grants that ended 9/30 and did not open 7/1. 	<p>Completion Reports (CR): Submit your CRs for prior fiscal year grants.</p> <p>Reimbursement Requests (RR): RRs should be submitted regularly.</p>
NOV	<ul style="list-style-type: none"> ▪ Single Audit (SA) 	<p>Funding Application Revisions (FA Revisions): Finalize your revisions and submit to ADE for review.</p> <p>Single Audit (SA): Submit your prior fiscal year's Single Audit Qualifier Questionnaire.</p>
DEC		<p>Completion Reports (CR): CRs for prior fiscal year grants are due.</p> <p>Single Audit (SA): Prior fiscal year's Single Audit Qualifier Questionnaire is due.</p>