

Appendix F. Reports and Reporting Deadlines

PS18-1801 Reporting Requirements

Category	Report Description	Deadline	Frequency
ALL	Awardee Evaluation and Performance Measurement Plan	6 months into award	N/A
ALL	Annual Performance Report (APR)	No later than 120 days before end of budget period. Serves as yearly continuation application	Annually
ALL	Quantitative Indicators	1 month after the end of the reporting period <ul style="list-style-type: none"> • First half (Jan 1st-Jun 30th) • Second half (Jul 1st - Dec 31st) 	Semiannually
ALL	Federal Financial Reporting Forms	90 days after end of calendar quarter in which budget period ends	Annually
ALL	Final Performance and Financial Report	90 days after end of project period	N/A
ALL	Payment Management System (PMS) Reporting	Determined by the CDC Office of Grants Services (OGS)	TBD

Program-specific Reporting Requirements

Category	Report Description	Deadline	Frequency
HIV	HIV Confidential Case Report Form*	Case report form mailed to CDC within 1 month from the laboratory report date of the first HIV-positive test results, and from subsequent laboratory results or change in vital status	As necessary
HIV	Pacific Islands HIV Test Form*	March 31 st	Annually
VH	Viral Hepatitis Case Report*	6 weeks after the end of each quarter: <ul style="list-style-type: none"> • 1st Quarter data (Jan–Mar 31th) due May 15th • 2nd Quarter data (Apr–Jun 30th) due Aug. 15th • 3rd Quarter data (Jul–Sept 30th) due Nov. 15th • 4th Quarter data (Oct–Dec. 31st) due Feb. 15th 	Quarterly
STD	Sexually Transmitted Disease Morbidity Report*	6 weeks after the end of each quarter: <ul style="list-style-type: none"> • 1st Quarter data (Jan–Mar 31th) due May 15th • 2nd Quarter data (Apr–Jun 30th) due Aug. 15th • 3rd Quarter data (Jul–Sept 30th) due Nov. 15th • 4th Quarter data (Oct–Dec. 31st) due Feb. 15th 	Quarterly
TB	Report of Verified Case of Tuberculosis (RVCT)*	1 st Friday in February	Annually

Category	Report Description	Deadline	Frequency
TB	Aggregate Reports for Tuberculosis Program Evaluation (ARPE) – Preliminary and Final	August 15 th NOTE: Applicants will not be required to submit an ARPE report in 2018. The Preliminary ARPE report is due for the current year minus one (for example, in 2019, the Preliminary report is due for contact investigations conducted on TB cases counted in 2018). The Final ARPE report is due for the current year minus two (for example, in 2020, the Final report is due for contact investigations conducted on TB cases counted in 2018).	Annually
LAB	TB Workload Statistics and Performance Indicators	1 month after the end of each quarter: <ul style="list-style-type: none"> • 1st Quarter data (Jan–Mar 31th) due Apr. 30th • 2nd Quarter data (Apr–Jun 30th) due Jul. 31st • 3rd Quarter data (Jul–Sept 30th) due Oct. 31st • 4th Quarter data (Oct–Dec. 31st) due Jan. 31st 	Quarterly
LAB	TB Testing Metrics	Submit with the Annual Performance Report	Annually

*Applicants must enter HIV testing, VH, STD, and TB surveillance data on a weekly basis into local surveillance systems to ensure data are submitted to CDC prior to reporting deadlines.