


SHIP Grantee Due Dates and 2019 SHIP Monitoring Partner Sites Webinars

January 1, 2019 – November 30, 2019

Description ¹	Date	Submit Materials/Instructions
<input checked="" type="checkbox"/> Webinar: SHIP Evaluation 2019: Big Picture Overview and REDCap Updates	January 24, 2019, 2 to 3 pm	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp . If you cannot access the Basecamp Evaluation team, contact your Evaluation Liaison
<input checked="" type="checkbox"/> Updated partner site list due	February 28, 2019	To Evaluation Liaison
<input checked="" type="checkbox"/> Quarterly Report ² due	February 28, 2019	To Community Specialist
REDCap: <i>2019 SHIP Monitoring Partner Sites</i> project opens	March 8, 2019	Data can be entered/updated into the Strategies and Activities forms and the Strategy-specific Reach and PSE forms in the REDCap: <i>2019 SHIP Monitoring Partner Sites</i> project
<input checked="" type="checkbox"/> Webinar: Reach and PSE Refresher	March 12, 2019, 1 to 2 pm	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp . If you cannot access the Basecamp Evaluation team, contact your Evaluation Liaison
<input checked="" type="checkbox"/> Enter new partner sites	March 29, 2019	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2019 SHIP Monitoring Sites</i> project within a week.
<input checked="" type="checkbox"/> Enter new partner sites	April 26, 2019	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2019 SHIP Monitoring Sites</i> project within a week.
<input checked="" type="checkbox"/> Enter new partner sites	May 31, 2019	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2019 SHIP Monitoring Sites</i> project within a week.
<input checked="" type="checkbox"/> Quarterly Report ² due	May 31, 2019	To Community Specialist
<input checked="" type="checkbox"/> New Success Story due	May 31, 2019	To Community Specialist
<input checked="" type="checkbox"/> CLT Member Updates due in REDCap	May 31, 2019	Via REDCap: CLT Member List project

Description ¹	Date	Submit Materials/Instructions
<input checked="" type="checkbox"/> Enter new partner sites	June 28, 2019	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2019 SHIP Monitoring Sites</i> project within a week.
 Webinar: How to Check for Errors in REDCap	July 18, 2019, 1 pm to 2 pm	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp .
<input checked="" type="checkbox"/> LAST DAY to enter new partner sites in REDCap for inclusion in the 2018-2019 reporting period ³	July 26, 2019	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2019 SHIP Monitoring Sites</i> project within a week.
<input checked="" type="checkbox"/> REDCap Strategies and Activities and Strategy-Specific forms and Certification form due	August 30, 2019	Via REDCap: <i>2019 SHIP Monitoring Partner Sites</i> project
<input checked="" type="checkbox"/> Quarterly Report ² due	August 31, 2019	To Community Specialist
<input checked="" type="checkbox"/> Year 4 Annual Report ⁴ due	November 30, 2019	Via online survey link which will be emailed to SHIP coordinators in October
<input checked="" type="checkbox"/> New Success Story due	November 30, 2019	To Community Specialist
<input checked="" type="checkbox"/> Leveraged Funds Tracker due	November 30, 2019	To Community Specialist
<input checked="" type="checkbox"/> CLT Member Updates and Meeting Log due in REDCap	November 30, 2019	Via REDCap: CLT Member List and Meeting Log projects
<input checked="" type="checkbox"/> Coordinated Partnerships due in REDCap	November 30, 2019	Via REDCap: 2019 Collaborative Partners

¹ Shaded rows are Community Specialist -related dues dates

² Quarterly report includes updated work plans with comments explaining changes, updated budget, staff contact list and mini-grant/sub-contract list.

³ After July 26, 2019 you can continue to enter new partner sites using REDCap: 2019 Partner Site Registration but these partner sites will not be included in the 2018-2019 reporting period.

⁴ Annual report includes updated work plans with comments explaining changes, updated budget, staff contact list, mini-grant/sub-contract list, key accomplishments in each strategy area, sustainability planning and additional sections as determined by MDH.