





☑ SHIP Grantee Due Dates and 📺 2018 SHIP Monitoring Partner Sites Webinars

January 1, 2018 – November 30, 2018

Description ¹	Date	Submit Materials/Instructions
 Webinar: SHIP Evaluation 2018: Big Picture Overview and REDCap Updates	February 5, 2018, 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
NEW SHIP Partner Site Registration link ² goes live	February 6, 2018	New 2018 link allows selection of strategies and activities at the time of registration. This link is continuously open; partner sites can be entered anytime.
☑ Updated partner site list due	February 28, 2018	To Evaluation Liaison
☑ Quarterly Report ³ due	February 28, 2018	To Community Specialist
REDCap: <i>2018 SHIP Monitoring Partner Sites</i> project opens	April 2, 2018	Data can be entered/updated into the Strategies and Activities forms and the Strategy-specific Reach and PSE forms in the REDCap: <i>2018 SHIP Monitoring Partner Sites</i> project
 Webinar: Reach and PSE Refresher	April 5, 2018, 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
☑ Health Equity Data Analysis due	April 30, 2018	To HEDA SHIP Team
☑ Enter new partner sites	May 1, 2018	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2018 SHIP Monitoring Sites</i> project within a week.
☑ Quarterly Report ² due	May 31, 2018	To Community Specialist
☑ New Success Story due	May 31, 2018	To Community Specialist
☑ CLT Member Updates due in REDCap	May 31, 2018	Via REDCap: CLT Member List project
☑ Enter new partner sites	June 1, 2018	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: <i>2018 SHIP Monitoring Sites</i> project within a week.

Description ¹	Date	Submit Materials/Instructions
<input checked="" type="checkbox"/> Enter new partner sites	July 2, 2018	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: 2018 SHIP Monitoring Sites project within a week.
 Webinar: How to Conduct REDCap Data Quality Checks	July 19, 2018, 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 2017-2018 reporting period⁴	August 1, 2018	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: 2018 SHIP Monitoring Sites project within a week.
<input checked="" type="checkbox"/> REDCap Strategies and Activities and Strategy-Specific forms due	August 31, 2018	Via REDCap: 2018 SHIP Monitoring Partner Sites project
<input checked="" type="checkbox"/> Quarterly Report ² due	August 31, 2018	To Community Specialist
<input checked="" type="checkbox"/> REDCap Data Quality Checks due	September 28, 2018	Via REDCap: 2018 SHIP Monitoring Partner Sites project
 Webinar: Using REDCap Reach and PSE Reports	November 29, 2018, 11 am to 12 pm	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp .
<input checked="" type="checkbox"/> Year 3 Annual Report ⁵ due	November 30, 2018	Via online survey link which will be emailed to SHIP coordinators in October
<input checked="" type="checkbox"/> New Success Story due	November 30, 2018	To Community Specialist
<input checked="" type="checkbox"/> Leveraged Funds Tracker due	November 30, 2018	To Community Specialist
<input checked="" type="checkbox"/> CLT Member Updates and Meeting Log due in REDCap	November 30, 2018	Via REDCap: CLT Member List and Meeting Log projects

¹ Shaded rows are Community Specialist and HEDA-related dues dates

² In the spring/summer 2018, this document will be updated with new REDCap links due to a MDH-wide REDCap update

³ Quarterly report includes updated work plans with comments explaining changes, updated budget, staff contact list and mini-grant/sub-contract list.

⁴ After August 1, 2018 you can continue to enter new partner sites using REDCap: 2018 Partner Site Registration but these partner sites will not be included in the 2017-2018 reporting period.

⁵ 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.