

**On the T.R.A.I.L. to Diabetes Prevention Grantee Timeline
2021-2022**

Highlighted cells indicate tasks that must be done during the identified month and upon the identified date

Non-highlighted cells indicate tasks and activities that must be done during the grant year, but which sites can plan according for in their implementation plan

2021

July/ August	Application Submission
	Award Announcements
	Finance contact must participate in budget development webinar (program contact should also participate if possible)
	Organizations submit proposed budgets
September	Award period begins September 1, 2021
	Participate in National Implementation Training (Exact dates and venue (virtual/in-person) to be determined)
	Submit digitally signed LOA and FFATA form (received via email through Sertifi)
	Create site specific implementation plan(s) and upload other relevant program documents to the Online Reporting Site
	Tracking of Club-wide daily physical activity (PA Logs) begins
	Plan implementation strategies (virtual/remote programming, phone outreach to families, etc.)
	Hold recruitment events for T.R.A.I.L. participants
	Recruit volunteers and peer leaders to help with the program
Begin program implementation, pre-assessment and youth data collection if starting curriculum lessons per your organization's implementation plan	
October	Daily Physical Activity Log(s) for September are due by October 15, 2021
	Identify and meet with potential Community Health Partner; secure and upload MOA via the Online Reporting Site within 60 days of receiving LOA
	Facilitate recruitment of T.R.A.I.L. participants as needed
	Identify and recruit potential community speakers, elders, and health experts
	Reach out to NCAI and FirstPic, Inc. for any initial questions related to program implementation or finances
	Begin planning a minimum of two hands-on, healthy snack demonstrations to be completed during curriculum implementation
	Program sessions and youth data collection continues
Volunteers and peer leaders assist with program implementation	
November	Daily Physical Activity Log(s) for October are due by November 15, 2021
	Expenses from September - October 2021: reimbursement requests due November 15, 2021
	Quarter 1 ends: Progress Report(s) for all implementation sites are open for submission by November 22, 2021 and due by December 6, 2021
	Program sessions and data collection continues
	Volunteers and peer leaders assist with program implementation
Finalize all compliance documentation	
December	Quarter 2 begins
	Quarter 1 Progress Report(s) are due via the Online Reporting Site by December 6, 2021
	One program contact and financial contact must participate in the quarterly webinar/conference call on December 14, 2021 at 3PM EST
	Daily Physical Activity Log(s) for November are due by December 15, 2021
	Program sessions and data collection continues
Recruited volunteers and peer leaders assist with program implementation	
2022	
January	Daily Physical Activity Log(s) for December are due by January 17, 2022
	Expenses from November - December 2021: reimbursement requests due by January 21, 2022
	Program sessions and data collection continues
Volunteers and peer leaders assist with program implementation	
February	One program contact and financial contact must participate in the quarterly webinar/conference call on February 15, 2022 at 3PM EST
	Daily Physical Activity Log(s) for January are due by February 15, 2022
	Quarter 2 ends: Progress Report(s) for all implementation sites are open for submission by February 25, 2022 and due by March 7, 2022
	Review Letter of Award (LOA) to check progress on all required implementation, documentation, reporting, and financial requirements
	Program sessions and data collection continues
Implement youth-led community education project during Chapter 11 (may happen later/sooner based on your sites implementation plan/schedule)	
Volunteers and peer leaders assist with program implementation	
March	Quarter 3 begins
	Quarter 2 Progress Report(s) are due via the Online Reporting Site by March 7, 2022
	Daily Physical Activity Log(s) for February are due by March 15, 2022
	Expenses from January - February 2022: reimbursement requests due by March 15, 2022
	Program sessions and data collection continues
Volunteers and peer leaders assist with program implementation	
April	Daily Physical Activity Log(s) for March are due by April 15, 2022
	Program sessions and data collection continues
	Volunteers and peer leaders assist with program implementation
May	Daily Physical Activity Log(s) for April are due by May 16, 2022
	Expenses from March - April 2022: reimbursement requests due by May 16, 2022
	One program contact and financial contact must participate in the quarterly webinar/conference call on May 17, 2022 at 3PM EDT
	Quarter 3 ends: Progress Report(s) for all implementation sites are open for submission by May 25, 2022 and due by June 6, 2022
	Program sessions and data collection continues
Volunteers and peer leaders assist with program implementation	
June	Quarter 4 begins
	Quarter 3 Progress Report(s) are due via the Online Reporting Site by June 6, 2022
	Daily Physical Activity Log(s) for May are due by June 15, 2022
	Program sessions and data collection continues
	Volunteers and peer leaders assist with program implementation
Review grant spend down and make adjustments as needed to ensure all funds are completely utilized by the end of the grant year - August 31, 2022.	
July	Daily Physical Activity Log(s) for June are due by July 15, 2022
	Expenses from May - June 2022: reimbursement requests due by July 15, 2022
	One program contact and financial contact must participate in the quarterly webinar/conference call on July 12, 2022 at 3PM EDT
	Review all outstanding data/documentation to be submitted by August 12, 2022 including: youth data (pre/post-tests, Physical Activity Challenges, chapter reports, etc.)
Volunteers and peer leaders assist with program implementation	
August	Daily Physical Activity Log(s) for July are due by August 15, 2022
	Submit all data/documentation by August 12, 2022 including: youth data (pre/post-tests, Physical Activity Challenges, chapter reports, etc.), progress reports, documentation, and PA logs
	Award period ends August 31, 2022
	Quarter 4 Progress Report(s) for all implementation sites are open for submission by August 25, 2022 and due by September 6, 2022
September	Quarter 4 Progress Report(s) are due via the Online Reporting Site by September 6, 2022
	Daily Physical Activity Log(s) for August are due by September 6, 2022
	Expenses from July - August 2022: reimbursement requests due September 23, 2022