☑ SHIP Grantee Due Dates and ▶ 2020 SHIP Monitoring Partner Sites Webinars

January 1 – December 31, 2020 *(edited 2/20/2020)*

Description[1]	Date	Submit Materials/Instructions
▶ Webinar: SHIP Evaluation 2020: Big Picture Overview	January 23, 2020, 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
☑ Updated partner site list due	January 31, 2020	To Evaluation Liaison
REDCap: *2020 SHIP Monitoring Partner Sites* project opens	February 10, 2020	Data can be entered/updated into the Strategies and Activities forms and the Strategy-specific Reach and PSE forms in the REDCap: *2020 SHIP Monitoring Partner Sites* project
☑ Enter new partner sites* *Edit: changed from "Updated partner site list due" to "Enter new partner sites"	February 29, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
☑ Quarterly Report[2] due	February 29, 2020	To Community Specialist
▶ Webinar: Data Entry for 2020 SHIP Monitoring Partner Sites	March 19, 2020, 1 pm to 2 pm* *time change	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
☑ Enter new partner sites	March 27, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
☑ Enter new partner sites	April 24, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
☑ Enter new partner sites	May 29, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
☑ CLT Member Updates due in REDCap	May 31, 2020	Via REDCap: CLT Member List project

Description[1]	Date	Submit Materials/Instructions
☑ Quarterly Report[2] due	May 31, 2020	To Community Specialist
☑ Enter new partner sites	June 26, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
▶ Webinar: How to Check for Errors in REDCap	July 16, 2020, 1 pm to 2 pm	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp.
☑ LAST DAY to enter new partner sites in REDCap for inclusion in the 2019-2020 reporting period[3]	July 31, 2020	Via SHIP Partner Site Registration Form Your new partner sites entered by this date will be in the REDCap: *2020 SHIP Monitoring Sites* project within a week.
☑ REDCap Strategies and Activities and Strategy-Specific forms and Certification form due	August 28, 2020	Via REDCap: *2020 SHIP Monitoring Partner Sites* project
☑ SHIP Application due	August 2020	To MDH
☑ Year 5 Annual Report[4] due	November 30, 2020	Via online survey link which will be emailed to SHIP coordinators in October
☑ New Success Story due	November 30, 2020	To Community Specialist
☑ Leveraged Funds Tracker due	November 30, 2020	To Community Specialist
☑ CLT Member Updates and Meeting Log due in REDCap	November 30, 2020	Via REDCap: CLT Member List and Meeting Log projects
☑ Collaborative Partnerships due in REDCap	November 30, 2020	Via REDCap: 2020 Collaborative Partners
▶ Webinar: SHIP Evaluation 2020 Wrap-up	December 17, 2020 1 pm to 2 pm* *time added	For webinar instructions see the Basecamp Evaluation Schedule, which is located within the Evaluation Team page on Basecamp.

---

[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 31, 2020 you can continue to enter new partner sites using REDCap: 2020 Partner Site Registration but these partner sites will *not* be included in the 2019-2020 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.