

Progress Report and Reimbursement Request Schedule (All Entities Subaward Program)

	2025						2026												2027												2028											
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Reporting Periods	Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
Progress Report Deadlines				PR			PR			PR			PR			PR			PR			PR			PR			PR			PR			PR			PR			FR		
Reimbursement Request (i.e., financial report) Deadlines				RR			RR			RR			RR			RR			RR			RR			RR			RR			RR			RR			RR			FR		

Legend:

Red = Reporting periods:

- **Progress reports** and are scheduled on quarterly periods (**Q1** = Jan – Mar; **Q2** = Apr – Jun; **Q3** = July – Sept; **Q4** = Oct – Dec).
- **Reimbursement requests** (i.e., financial reports) are scheduled on quarterly periods (**Q1** = Jan – Mar; **Q2** = Apr – Jun; **Q3** = July – Sept; **Q4** = Oct – Dec).

Blue = Reporting deadlines:

- **PR** = **Progress report** deadline is 30 days after the end of the reporting period.
- **RR** = **Reimbursement request** (i.e., financial reports) deadline is 30 days after the end of the reporting period.
 - Reimbursement request deadlines are recommendations only and are allowable up to once per month and as infrequently as twice per year.
- **FR** = **Final report** deadline is 90 days of the performance period Expiration Date (see agreement for Expiration Date).
 - Final Report deadline is November 30, 2028, assuming performance period end date of September 1, 2028.

For more information on how to submit a progress report or reimbursement request, see [progress report tutorial](#) and [claim submission tutorial](#).