

Rural Public Health Workforce Training Network (Rural Workforce) Program Summary of Program Reporting Requirements

1st Year

(8/1/22 - 7/31/23)

- **Strategic Plan**
 - Template and technical assistance will be provided
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: February 17, 2023**
- **Annual Progress Report**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: July 7, 2023**
- **Annual Program Meeting**
 - **Date: July 11 – 14, 2023**
 - **Location: Washington, DC**
- **Data Surveys**
 - Grantee Baseline & Grantee Follow-up 1
 - Submitted in Qualtrics
 - **Due Date: September 29, 2023**

2nd Year

(8/1/23 – 7/31/24)

- **Data Surveys**
 - Submitted in Qualtrics. 30 days to submit from deployment date
 - **Deployment Date: February 1, 2024**
 - **Deployment Date: August 1, 2024**
- **Annual Program Meeting**
 - **Date: April 24 – 25, 2024**
 - **Location: Atlanta, GA**
- **Annual Progress Report**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: July 5, 2024**

3rd Year

(8/1/24 – 7/31/25)

- **Sustainability Plan**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: February 1, 2025**
- **Data Surveys**
 - Submitted in Qualtrics, 30 days to submit from deployment date
 - **Deployment Date: February 1, 2025**
 - **Deployment Date: August 1, 2025**
- **Annual Program Meeting**
 - **Date: April 30 – May 1, 2025**
 - **Location: Rockville, MD – HRSA Headquarters**
- **Final Annual Progress Report**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: July 11, 2025**
- **Self-Assessment (Evaluation) Report**
 - Submitted in HRSA's Electronic Handbook (EHB) Within 90 Days of Project End Date
 - **Due Date: October 29, 2025**
- **Final Closeout Report**
 - Submitted in HRSA's Electronic Handbook (EHB) Within 90 Days of Project End Date
 - **Due Date: October 29, 2025**

1-year Post Grant

- **Post Grant Evaluation Report**
 - Award recipients will be required to submit a post-grant evaluation 1-year after the project end date
 - **Due Date: TBD**