



Small Rural Hospital Improvement Program (SHIP) Annual Grant Calendar

June 1st - May 31st

SHIP Project Period Begins	June 1
* Complete and sign "Sub Recipient Commitment Form" Only required once every five years	August 31
* Review, sign, and return hospital SHIP draft sub award document. <ul style="list-style-type: none"> • Scope of Work approved and returned to ORH with invoicing preference • Received from and returned to OHSU Office of Proposal and Award Management (OPAM) 	August 31
* Upon execution of award, hospital begins tracking and recording project progress (based on hospital's identified outcomes). Hospital retains receipts and accounting documentation.	Ongoing
* First SHIP invoice due (75% of total award)	August 31
* Next year SHIP application released (specific date TBD)	December
Submit next year SHIP application (includes current year SHIP progress report)	January
* Second SHIP invoice due (25% - remaining award) **	May 15
Hospital updates and keeps current SHIP staff contact information with ORH	Ongoing
Project Period Ends (all activities completed)	May 31
Prepare and submit final SHIP report.	June 15

* Only for hospitals that do not participate in a pooled option.

** Invoices can be submitted at any point from subaward execution through May 15th. SHIP hospitals are strongly encouraged to submit their invoices once their activities are completed on or before May 15th.