Substance Abuse and Mental Health Services Administration (SAMHSA)

Center for Substance Abuse Prevention (CSAP)

Programmatic Progress Report (PPR)

Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Prevention (CSAP) – Annual Programmatic Progress Report (PPR)

[TEMPLATE]

Instructions: This Word template is provided to CSAP grantees to facilitate annual programmatic progress reporting. Grantees are encouraged to delete all gray instructions/examples and replace them with grant-specific information. Grantees are welcome, but not required, to include tables, graphs, or other visuals if they feel it is important in communicating progress. In addition, grantees may also include as appendices with any additional relevant information (e.g., evaluation report, or other reports demonstrating accomplishments) that they would like to share with their Government Project Officer (GPO). Once completed, the PPR should be saved with a descriptive file name (e.g., SP0010203-PPR_ending 2026.09.30.pdf) and uploaded to eRA commons. If you have any questions or concerns related to this template, please consult your assigned GPO.

1. GRANT INFORMATION[1]

CSAP Grant Program:	*Enter CSAP grant program name (e.g., Strategic Prevention Framework - Partnerships for Success [SPF-PFS], Sober Truth on Preventing Underage Drinking Act [STOP Act] Grants, Strategic Prevention Framework for Prescription Drugs [SPF Rx], First Responders – Comprehensive Addiction and Recovery Act [FR-CARA]), Grants to Prevent Prescription Drug/Opioid Overdose-Related Deaths [PDO] or Improving Access to Overdose Treatment [ODTA]).*
Grant Award Number:	*Enter grant/cooperative agreement award number (e.g., SP010203).*
Award Period of Performance:	*Enter grant start/end dates (e.g., October 1, 2022 – September 30, 2026).*
Project Name:	*Enter grant project name (e.g., Small County Community Opioid Use Prevention Initiative).*
Principal Investigator (PI)/Project Director (PD) Name:	*Enter name of PI/PD of record (e.g., John B. Smith, Ph.D.).*
PI/PD Email:	*Enter email address for PI/PD of record (e.g., John.B.Smith@universityxyz.edu).*
PI/PD Phone:	*Enter phone number for PI/PD of record (e.g., 806-555-1212, extension 225).*
Reporting Period Dates:	*Enter reporting period dates covered by this report (e.g., October 1, 2025 – September 30, 2026.*
Report Submission Date:	*Enter date that report will be uploaded to eRA commons (e.g., October 31, 2026).*

*See Appendix A definitions.

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[1] For the purpose of programmatic progress reporting, the term "grant" applies to both grants and cooperative agreements.

2. REPORTING PERIOD ACTIVITIES AND ACCOMPLISHMENTS

Provide a bulleted list of key activities conducted and accomplishments achieved during the reporting period by goal and objective. Activities and accomplishments may be reported at the grantee level as well as at the subrecipient level, as appropriate. Please include numbers and quantities associated with activities and accomplishments where applicable.

Note: If goals and objectives specified in the original grant application were not SMART (i.e., Specific, Measurable, Achievable, Relevant and Time-bound) and have not yet been updated, grantees should discuss updating these goals and objectives with their assigned Government Project Officer (GPO). If a goal or an objective was completed in a previous reporting period, indicate when the goal or objective was completed in a bullet under the objective description (e.g., Objective 1 was completed during the October 1, 2023 – September 30, 2024 reporting period; Goal 1 was achieved during the October 1, 2024 – September 30, 2025 reporting period).

Goal 1. *Insert text from grant application, continuation application, or GPO-approved revised goal text.*

    Objective 1. *Insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity conducted and accomplishment achieved during the reporting period (e.g., hired project coordinator; funded five subrecipient awards; convened virtual meeting of advisory council; updated disparities impact statement to reflect ABC changes due to XYZ; recruited three additional individuals to serve on for evidence-based workgroup for a current total of seven members; developed program logic model; completed community needs assessment; submitted strategic plan via SPARS; developed school questionnaire; convened two town halls to provide information on recent changes in policies/laws regarding underage purchase and consumption of alcohol; conducted four coalition meetings with 25 attendees each; submitted application to IRB for planned data collection; launched prevention social media campaign on XYZ platform; conducted two primary training of trainers (ToT) face-to-face trainings on naloxone prescribing/co-prescribing with 25 physicians and 50 dentists; distributed 5,000 prevention flyers through subrecipient community outreach efforts; completed implementation of evidence-based prevention program X that served 1,325 middle school students; finalized and submitted data management plan, which specifies how data will be collected via focus groups and key informant interviews and how data will be shared with the community).*

    Objective(s) 2 - X. *Create a new objective section for each additional objective, and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity conducted and accomplishment achieved during the reporting period. See examples above.*

Goal(s) 2 - X. *Create a new goal section for each additional goal, and insert goal text from grant application, continuation application, or GPO-approved revised goal text.*

    Objective(s) 1. *Create a new objective section for each additional objective. and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity conducted and accomplishment achieved during the reporting period. See examples above.*

Objective(s) 2 - X. *Create a new objective section for each additional objective, and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity conducted and accomplishment achieved during the reporting period. See examples above.*

3. EVALUATION UPDATES AND OUTCOMES

Provide a summary of evaluation activities conducted during the reporting period including major milestones accomplished and preliminary findings from both process and outcome evaluation. This section should also include reporting of key performance measures or community-level outcomes data, if required by your grant program (e.g., opioid-related overdose deaths in targeted geographic area; past 30-day use perceptions of risk or harm; perception of parental or peer disapproval of substance use targeted by grant-funded prevention strategies; other key consequence, consumption or behavioral, and intervening variables included in your grant program's evaluation). When reporting performance measures or community-level outcomes data, be sure to include details regarding population parameters, age/grade level of survey participants, value type, calculated value, and valid N. If you are unsure whether you are required to report specific key performance measures or community-level outcomes, please consult your GPO or notice of award.

4. PLANNED ACTIVITIES FOR UPCOMING REPORTING PERIOD BY GOAL AND OBJECTIVE

Provide a bulleted list of activities planned for the upcoming reporting period by goal and objective. Note: For the final programmatic report, grantees should indicate, "Not applicable. No planned activities since grant period has ended."

Goal 1. *Insert text from grant application, continuation application, or GPO-approved revised goal text.*

Objective 1. *Insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity planned for the upcoming reporting period (e.g., hire project coordinator; fund subrecipient awards; convene virtual meeting of advisory council; update disparities impact statement; recruit individuals to serve on for evidence-based workgroup; develop program logic model; complete community needs assessment; submit strategic plan via SPARS; develop school questionnaire; convene two town halls on recent changes in policies/laws; conduct four coalition meetings; submit application to IRB for planned data collection; launch evidence-based prevention social media campaign; conduct two primary training of trainers (ToT) face-to-face trainings on naloxone prescribing/co-prescribing with 25 physicians and 50 dentists; distribute 5,000 prevention flyers through subrecipient community outreach efforts; complete implementation of evidence-based prevention program X that will serve 1,325 middle school students; finalize and submit data management plan).*

Objective(s) 2 - X. *Create a new objective section for each additional objective, and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity planned for the upcoming reporting period. See examples above.*

Goal(s) 2 - X. *Create a new goal section for each additional goal, and insert text from grant application, continuation application, or GPO-approved revised goal text.*

Objective(s) 1. *Create a new objective section for each additional objective. and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity planned for the upcoming reporting period. See examples above.*

Objective(s) 2 - X. *Create a new objective section for each additional objective, and insert text from grant application, continuation application, or GPO-approved revised objective text.*

- *Provide a brief description in bulleted format beginning for each key activity planned for the upcoming reporting period. See examples above.*

5. REPORTING PERIOD CHALLENGES AND MITIGATION STRATEGIES IMPLEMENTED

Provide a description of any challenges encountered during the reporting period. Also, describe any mitigation strategies implemented to address the challenge(s) described. This section may include actual (or anticipated) problems or delays (e.g., school shutdowns, natural disaster, staffing challenges, delays in implementation of interventions, unmet technical assistance needs, changes that may have a significant impact on expenditures, political/organizational leadership change, challenges experienced related to addressing health equity) and actions (or plans) to resolve them.

6. ADDITIONAL COMMENTS

Provide additional comments, as needed. This section is an opportunity for grantees to include information that their GPO wants or needs to know that is not already described in the sections above (e.g., lessons learned, best practices, success stories, innovative approaches grantee has or would like to consider implementing, proposed change in scope or key personnel that grantee would like to discuss with GPO).

Submission Instructions: Upload completed programmatic progress report to eRA Commons on or before the due date indicated in you notice of award (NoA) or as specified the notice of funding opportunity (NOFO) for your cohort.

APPENDIX A – List of Definitions

Definitions

Assessment: Assessment is the first step in the Strategic Prevention Framework (SPF) process and helps prevention planners understand prevention needs for the population of focus based on a careful review of data gathered from a variety of sources. Specifically, assessment involves collection and analysis of available data sources to identify substance misuse consumption patterns, related consequences, and risk and protective factors impacting the population of focus. A comprehensive assessment also involves the examination of available resources to identify gaps, examines readiness to address problems identified, and prioritizes problems based on specific criteria (e.g., magnitude, trends, severity). See A Guide to SAMHSA's Strategic Prevention Framework for more details. (Also, see definition for Needs Assessment.)

Award: An award is the provision of funds to carry out an approved program or project (based on an approved application or progress report). Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient.

Budget: A budget is a financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

Change in Scope: A change in scope occurs when the grant recipient proposes to change (or changes) the objectives, goals, or purposes identified in the approved application.

Cooperative Agreement: A cooperative agreement is a financial assistance support mechanism providing money, property (or other direct assistance in lieu of money), or both, to an eligible entity to carry out an approved project or activity that supports a public purpose. A cooperative agreement differs from a grant, as it requires substantial post-award federal programmatic participation in the conduct of the project.

Disparities Impact Statement: SAMHSA requires all grant recipients, or grantees, to prepare the Disparity Impact Statement (DIS) as part of a data-driven, quality improvement approach to advance equity using grant programs. The DIS helps grantees identify underserved populations at risk of experiencing behavioral health disparities. The aim is to increase inclusion of underserved populations in SAMHSA-funded grants, achieve behavioral health equity for disparity-vulnerable populations, and help systems better meet the needs of these populations.

Goal: A goal is a broad statement about the long-term expectation of what should happen because of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence. The characteristics of effective goals include:
- Goals address outcomes, not how outcomes will be achieved.
- Goals are concise.
- Goals describe the behavior or condition in the community expected to change.
- Goals describe who will be affected by the project.
- Goals lead clearly to one or more measurable results.

Government Project Officer (GPO): The GPO is also referred to as the "program official" (PO). The GPO is the SAMHSA official responsible for the programmatic, scientific, and/or technical aspects of assigned applications and grants. The GPO works in partnership with the GMO on many activities, including review of progress reports, participation in site visits, and other responsibilities complementary to those of the GMO.

Grant: A grant is a financial assistance support mechanism providing money, property (or other direct assistance in lieu of money), or both, to an eligible entity to carry out an approved project or activity that supports a public purpose. A grant is used whenever SAMHSA anticipates no substantial programmatic involvement with the grant recipient during performance of the financially assisted activities.

Grantee: The grantee, also known as the "federal grant recipient," is the organization awarded a grant or cooperative agreement by SAMHSA. The grantee is legally responsible and accountable to SAMHSA for the performance and financial aspects of grant-supported projects or activities.

Innovation/Innovative Strategy: An innovative prevention strategy is a method, idea, or approach that departs from the common ways of addressing a problem by applying adaptations, new processes, or new techniques to accomplish a goal.

IRB: An Institutional Review Board (IRB) is a committee that performs ethical review of proposed research to ensure they comply with applicable regulations, meet commonly accepted ethical standards, follow institutional policies, and adequately protect research participants. Some may also call IRBs Independent Review Boards or refer to them as Ethics Review Committees. IRB reviews help to ensure that research participants are protected from research-related risks and treated ethically, a necessary prerequisite for maintaining the public's trust in the research enterprise and allowing science to advance for the common good.

Key personnel: Key personnel are the principal investigator or program director and other individuals who contribute to the programmatic development or execution of a project or program in a substantive, measurable way, whether or not they receive salaries or compensation under a grant.

Logic Model: A logic model is a graphic planning tool, much like a roadmap, that can help prevention planners communicate where prevention efforts are headed and how goals will be reached. See [A Guide to SAMHSA's Strategic Prevention Framework](#) for more details.

Needs Assessment: A needs assessment uses data to define the nature and extent of substance abuse problems, identifies affected populations, identifies underlying causal factors that lead to consumption patterns, and uses findings to select appropriate strategies. (Also, see definition for Assessment.)

Notice of Award (NoA): The Notice of Award (NoA) is the official, legally binding document signed by the grants management officer (GMO). It notifies the recipient of the grant or cooperative agreement award, contains or references all the terms and conditions of the award including federal funding limits and obligations, and provides the documentary basis for recording financial and programmatic obligations.

Notice of Funding Opportunity (NOFO): A NOFO is a formally issued announcement of a grant funding opportunity based on the funding agency's budget and related legislation. Each NOFO includes pertinent information and requirements, so potential applicants can assess their eligibility, competency, and interest before submitting an application.

Objective: Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability.

Population of Focus: Population of focus refers to a group of individuals that prevention efforts are intended to reach or serve.

Principal Investigator/Project Director: The principal investigator (PI) or project director (PD) is the individual, designated by the grant/cooperative agreement award recipient, responsible for the scientific, technical, or programmatic aspects of the grant and for day-to-day management of the project or program. The PI/PD is usually an employee of the award recipient.

Recipient: A non-Federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients.

Scope: Scope refers to the objectives, goals, or purposes identified in the approved application.

SMART: SMART is a helpful acronym for developing objectives that are specific, measurable, achievable, realistic, and time-bound:

- **Specific** – Includes the "who" and "what" of program activities. Use only one action verb to avoid issues with measuring success. For example, "Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus" is a more specific objective than "Outreach workers will use their skills to reach out to drug users on the street."

- **Measurable** – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective. Example: By 9/20 increase by 10% the number of 8th, 9th, and 10th grade students who disapprove of marijuana use as measured by the annual school youth survey.

- **Achievable** – Objectives should be attainable within a given time frame and with available program resources. For example, "The new part-time nutritionist will meet with seven teenage mothers each week to design a complete dietary plan" is a more achievable objective than "Teenage mothers will learn about proper nutrition."

- **Realistic** – Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, "Two ex-gang members will make one school presentation each week for two months to raise community awareness about the presence of gangs" is a more realistic objective than "Gang-related violence in the community will be eliminated."

- **Time-bound** – Provide a time frame indicating when the objective will be measured or a time by when the objective will be met. For example, "Five new peer educators will be recruited by the second quarter of the first funding year" is a better objective than "New peer educators will be hired."

Subrecipient: A subrecipient is a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.