

**THE ROBERT WOOD JOHNSON FOUNDATION  
GUIDELINES FOR EXTENSION OF DUE DATES FOR SUBMISSION OF  
REPORTS AND REQUESTED INFORMATION**

In the course of your work, it is possible that you will need additional time to fulfill a Foundation reporting requirement or to respond to a Foundation request for information.

**WHAT TO DO**

Contact your Grants Administrator by telephone, e-mail, or letter if you need additional time to:

- Prepare and submit your financial and/or narrative reports to the Foundation;
- Submit your public-use data tape information to the University of Michigan's Inter-University Consortium for Political and Social Research; or
- Provide any other information requested by the Foundation, such as explanations for overspending, copies of audit reports, budget revisions, etc.

**WHAT TO PROVIDE**

- ✓ Amount of additional time needed;
- ✓ Reason you need for the additional time;
- ✓ Date(s) when the material will be submitted to the Foundation.