

# Financial Guidelines and Reporting Requirements



Robert Wood Johnson Foundation

## EXTENSION OF AWARD GUIDELINES - OVERVIEW

In order to manage grants effectively and be good stewards of our resources, we expect grantees will complete their project within the projected timeframe. However, occasionally circumstances beyond your control arise which may cause you to request an award extension. The proposed activities during the extension period must be consistent with the original objectives of the award. You may also request to use unexpended funds from previous budget periods to support expenses during the extension period.

## WHAT TO DO

1. An extension of the award must be requested in writing.
2. If you anticipate the need to add previously unapproved costs or to use unexpended funds during the extension period, a budget revision may also be required. Review Budget Revision Guidelines at <http://www.rwjf.org/grantees/index.jsp> for more information.
3. Email your extension request to [grantreports@rwjf.org](mailto:grantreports@rwjf.org) or your National Program Office if your project is funded under a Robert Wood Johnson Foundation national program.

## WHAT TO PROVIDE

1. The RWJF ID number of your award.
2. The length of the extension with the new proposed end date.
3. An explanation of the activities to be undertaken during the extension.
4. A budget and budget narrative if you are also requesting a budget revision.