Grantee Reporting Instructions

Extension of Due Dates Guidelines

EXTENSION OF DUE DATES GUIDELINES—OVERVIEW

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

Email your request to grantreports@rwjf.org, or your National Program Office if your project is funded under a Robert Wood Johnson Foundation national program, 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 the additional time;
- Date(s) when the material will be submitted to the Foundation.