

# Grantee Reporting Instructions

*Extension of Award Guidelines*



Robert Wood Johnson Foundation

## **EXTENSION OF AWARD GUIDELINES—OVERVIEW**

In the course of your work, it is possible that you will encounter unexpected delays. You may request an extension of your award if your project will not be completed by the current end date and/or if you would like to continue the work beyond the end date. You may also request to use unexpended funds from previous budget periods to support expenses during the extension period. The proposed activities during the extension period must be consistent with the original objectives of the award.

## **WHAT TO DO**

1. An extension of the award must be requested in writing. If unexpended funds are being requested for the extension period, a budget revision or separate budget and budget narrative are required.
2. 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 length of the extension with the new proposed end date.
2. An explanation of the activities to be undertaken during the extension.
3. For extensions of six months or less, you may use the current budget extended over the additional time (this may require a budget revision) or you may submit a separate budget for the added time.
4. For extensions longer than six months, you need to submit a separate budget and budget narrative for the extension period.
5. If you are submitting a separate extension budget and budget narrative, the [Grant Budget Revision Guidelines](#) may assist you. The guidelines are available on [www.rwjf.org](http://www.rwjf.org) under Grants/ Grantee Resources / Reporting Information / Budget Reporting.