

Grantee Reporting Instructions

Extension of Due Dates Guidelines



Robert Wood Johnson Foundation

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 for the additional time;
- Date(s) when the material will be submitted to the Foundation.