

# 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**

[grantreports@localfundingpartnerships.org](mailto:grantreports@localfundingpartnerships.org)

Email your 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, 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.