Project Time Extension

1. From the **Home** screen, select **“Accounts.”**

2. Select the **“Account”** that contains the **Project** that needs a **Time Extension**. The system will navigate to that account *(line is hyperlinked)*.
3. At the **Account Details** screen, select “**Projects**.”

4. This will display a list of all **Projects** for the Grant. Select the **“Project”** that needs a **Time Extension**.
5. The **Project Details Summary** screen will be displayed. Click the **“Create New Request”** button.

6. Select **“New Time Extension.”**
7. Complete the form:
   a. Enter the “Requested Completion Date” of the Project.
   b. Select “Work Performed By” from the drop down menu (who performed the work).
   c. Enter the “Justification” as to why the Time Extension is needed.
   d. Under Milestones, select “Add Line” enter the “Projected Date,” and “Description” for completing the remainder of the work for this project. Add additional lines for additional dates.descriptions.
   e. Click “Save” (the form can be saved without submitting, and retrieved at a later time from your “Drafts” under the Inbox menu). The form must be saved before attaching any documents.
   f. Click the “Add Document” button to upload supporting documentation for the Time Extension.
8. Click the “Summary” tab on the left hand side and make sure all of the Deliverables are checked off. Verify that you have completed all deliverables by clicking on the box next to the Deliverable. This will place a check mark in the box to indicate that you completed that specific deliverable.

Note: Each Deliverable must be checked off/completed before the form can be submitted.

9. If you click the “Submit” button prior to verifying that all Deliverables have been completed, the following warning will display. Click the “Okay” button to return to the Deliverables.
10. Click the “Submit” button when all of the Deliverables have been completed.

11. You can leave a note when this window is displayed. Click the “Submit” button.

12. A notification will display letting you know that the Time Extension was successfully submitted. You may “Close” the window or “Go to Project.”
Successfully Submitted
You have submitted this Time Extension. You can see the workflow progress below:

1. Submission
2. Determine Notification
3. Notify
4. End

Close  Go To My Inbox  Go To Project