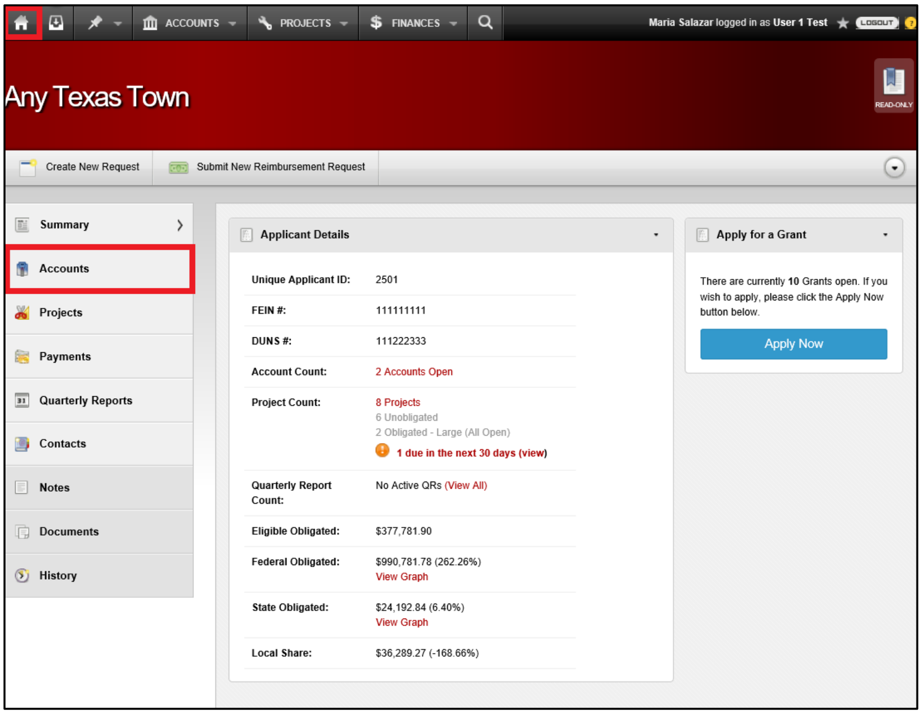
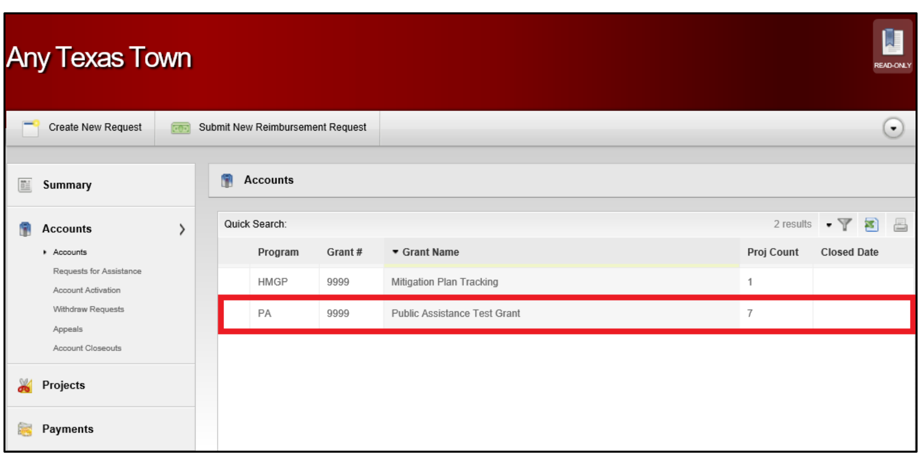
Project Time Extension

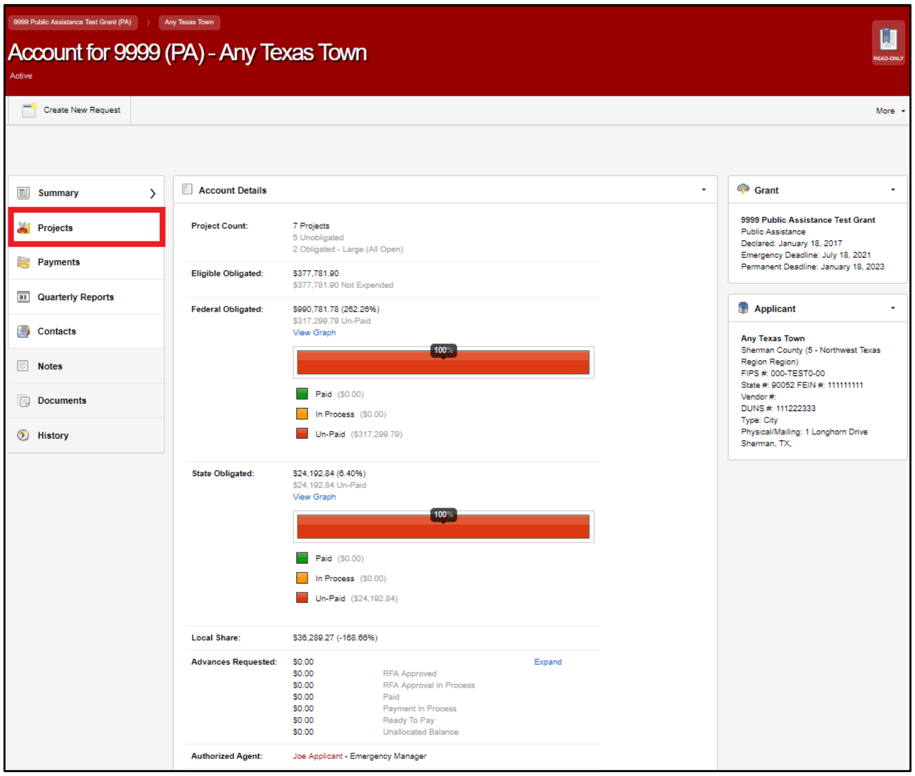
1. From the **Home** screen, select ***"Accounts."*** If you represent more than one organization, select the Applicant first.



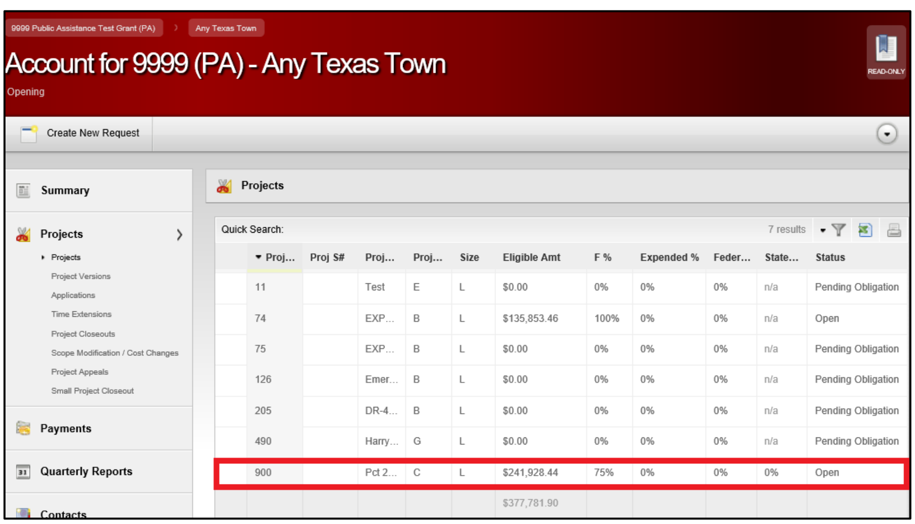
2. Select the ***"Account"*** that contains the **Project** that needs a **Time Extension**. The system will navigate to that account *(lines are hyperlinked)*.



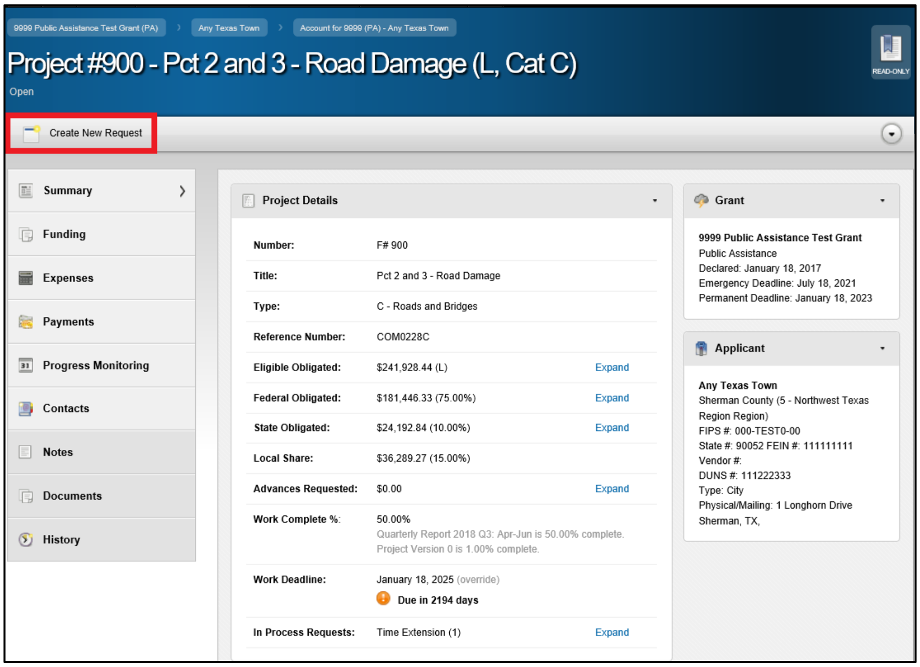
3. At the **Account Details** screen, select the ***"Projects"*** tab on the left side menu.



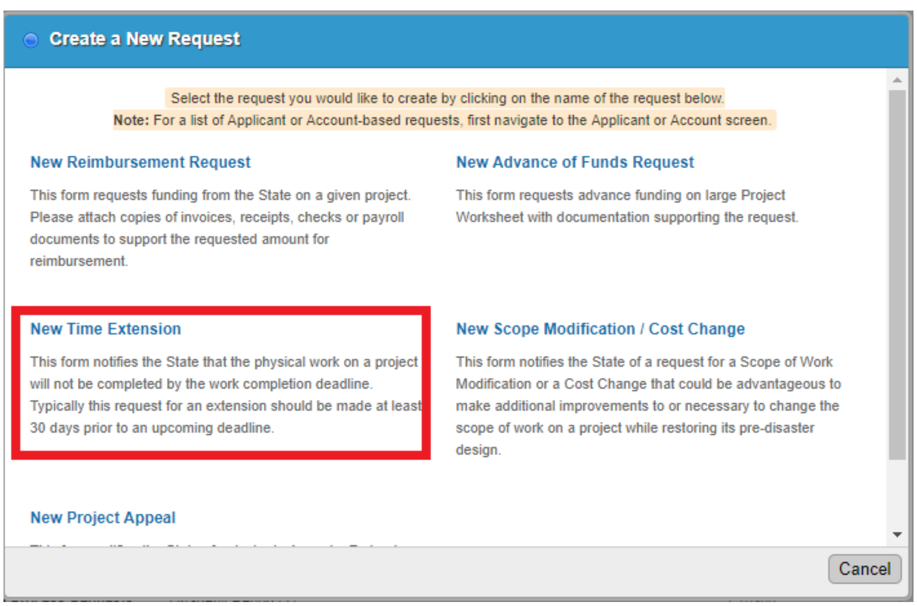
4. This will display a list of all **Projects** for the Grant. Select the ***"Project"*** that needs a **Time Extension**.



5. The **Project Details** Summary screen will display. Click the ***"Create New Request"*** button.

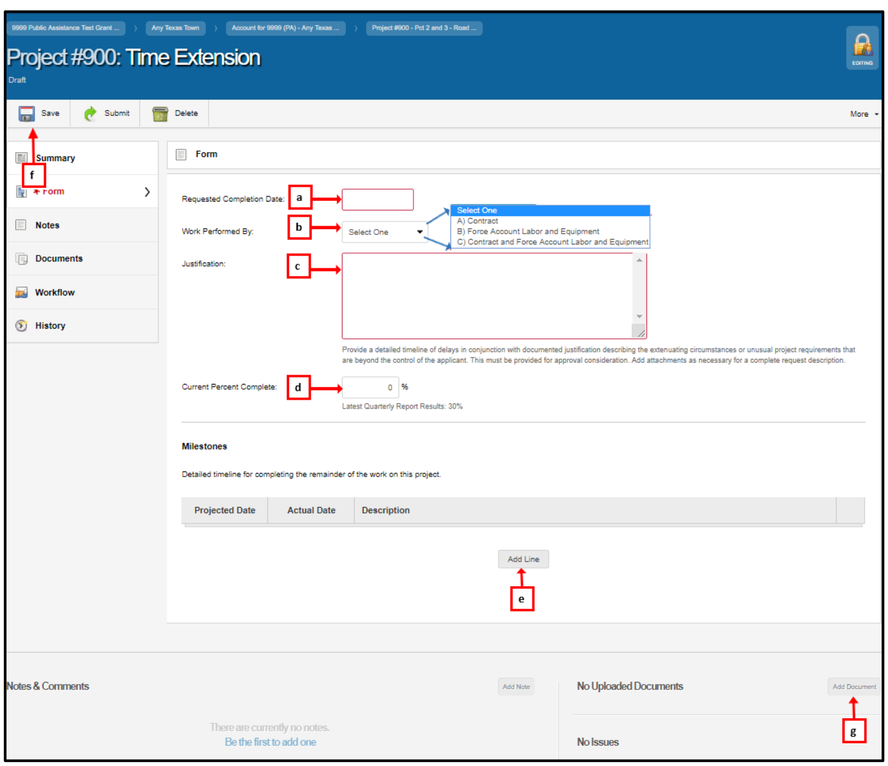


6. Select ***"New Time Extension"*** to be navigated to the form.



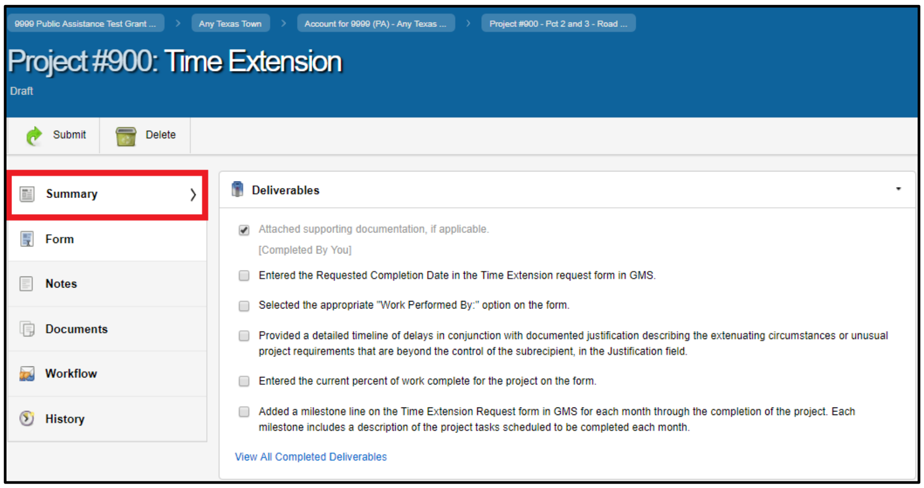
7. The form will display. Complete the form:
    a. Enter the ***"Requested Completion Date"*** of the Project.
    b. Select ***"Work Performed By"*** from the drop down menu *(who performed the work)*.
    c. Enter the ***"Justification"*** *(why is a Time Extension needed)*.
    d. Enter the ***"Current Percent Complete."*** The latest Quarterly Report percent complete will display below the box.
    e. Click the ***"Add Line"*** button under **Milestones** to add milestones. Enter the *"**Projected Date,**"* and ***"Description"*** for completing the remainder of the work for this project. Repeat these steps to add additional lines/milestones.
    f. 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.
    g. Click the ***"Add Document"*** button to upload supporting documentation for the Time Extension.

Time Extension Form

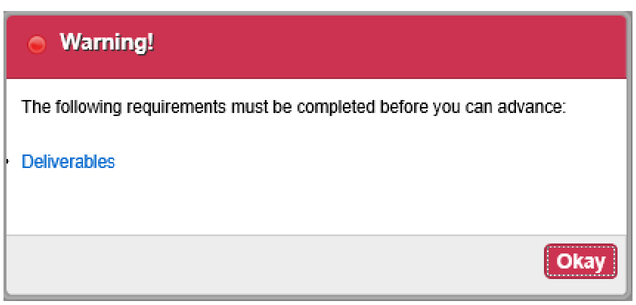


8. After you have saved the form, click the ***"Summary"*** tab on the left side menu, to view the **Deliverables**. Verify that you have completed <u>all</u> deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

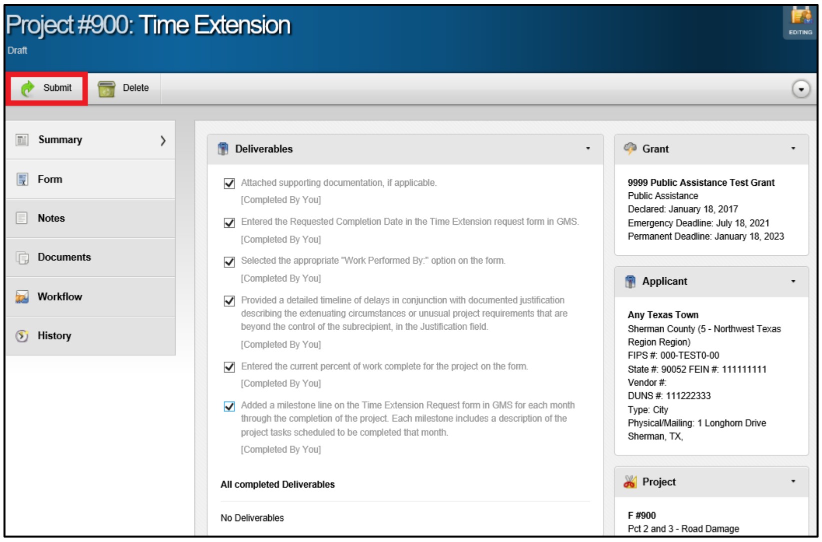
Note: *Each **Deliverable** must be checked off/completed before the form can be submitted.*



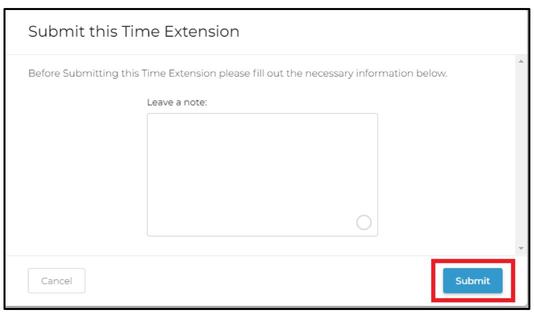
9. If you click the ***"Submit"*** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the ***"Okay"*** button to return to the **Deliverables**.



10. Click the ***"Submit"*** button when all of the Deliverables have been completed.



11. You may leave a note when this window is displayed. Click the ***"Submit"*** button when done.



12. A notification will display letting you know that the **Time Extension** was successfully submitted. You may ***"Close"*** the window, ***"Go to My Inbox,"*** or ***"Go to Project."*** The option to go to Inbox is displayed because the Time Extension was navigated from the Draft documents.