

Extension Requests FAQs

- [How can I request a deadline extension?](#)

Video: Requesting a Submission Deadline Extension

Video Below	Audience	Duration
Requesting a Submission Deadline Extension	EHBs External Users	2.42 minutes

How can I request a deadline extension?



Not all submissions allow deadline extensions. If your submission does not allow an extension request, please contact the **HRSA Contact Center** (<http://www.hrsa.gov/about/contact/ehbhelp.aspx> or 877-464-477) for assistance

Follow the steps below to determine if a deadline extension is allowed and submit the extension request:

1. Go to <https://grants.hrsa.gov/webexternal/> and click the **Tasks** tab at the top of the screen. The **Pending Tasks** page will open.
2. In the left navigation panel, click the **Submissions** link. The **Submissions - Incomplete List** page will open.
3. Locate the submission for which you want to request a deadline extension. Click the drop-down menu under the **Options** column to view a list of options for that submission. If the submission allows extension requests, the **Request Extension** option will appear.
4. Select the **Request Extension** link. The **Submission Extension - Request** page will open.
5. Select the date to which you would like the submission deadline extended using the calendar icon or enter it directly in the format "mm/dd/yyyy."
6. In the **Record Comments** text box, enter a detailed explanation as to why you are requesting an extension.
7. Click **Submit to HRSA** button. The **Submission Extension - Request Confirm** page will be displayed. Review the information and verify that it appears correctly.
8. Click the **Submit to HRSA** button to complete the process.
9. You will receive an email notification from HRSA when a decision has been made.