

Penalty policy¹

Upon the first missed deadline, if no prior written extension has been granted by the relevant program director², the PEP secretariat will send a reminder to ALL known email addresses of all team members and \$500 will be deducted from the research grant.

If the report has not been submitted one week following the initial deadline and no written extension has been granted by the relevant program director, a second reminder will be sent to ALL known email addresses of all team members and an additional \$200 will be deducted from the research grant.

If the report has not been submitted two weeks following the initial deadline and no written extension has been granted by the relevant program director, the PEP secretariat will make three attempts (on consecutive business days) to contact the team leader by phone and an additional \$200 will be deducted from the research grant.

If the report has still not been submitted three weeks following the initial deadline and no written extension has been granted by the relevant program director, the project can be closed.

Report not submitted by	Global Secretariat action	Penalty if no extension granted
Deadline	First reminder to all team members	USD 500
1 week after deadline	Second reminder to all team members	USD 200
2 weeks after deadline	3 consecutive phone calls to team leader	USD 200
3 weeks after deadline		Project can be closed

Updated on August 13, 2018

¹ This policy applies to all important deadlines as listed in PEP's [Important Dates](#) schedule

² Note that extensions will by no means be granted automatically and must be motivated by a legitimate justification. PEP must respect its own deadlines with donors and any extensions must be compatible with this.