

NO COST EXTENSIONS

*Division of Research
Guideline*

No Cost Extensions

The Principal Investigator is expected to finalize work under a sponsored agreement within the period of performance specified in the award. If a PI needs added time to complete the authorized scope of work, the request should be submitted through the Division of Research.

The guidelines for extending the period of an award are normally provided in the awarding Federal agency guidelines. If the award is with the State or a private agency, the terms are normally stated in the award document.

Most sponsors allow no-cost extensions of the final grant period to provide maximum possible continuity in funding research and educational activities. Many **federal** sponsors now allow grantee institutions to extend the final budget period **one** time for a duration of up to twelve months. Normally no single extension may exceed twelve months and only in exceptional cases will more than one extension be granted.

In all cases, the notification/request must be submitted via the Division of Research and should contain the following information as provided by the Principal Investigator:

- The length of time the extension is being requested.
- Justification for the extension.
- A brief statement as to progress and work remaining to be completed

The Division of Research must notify the sponsor within the sponsor's deadlines. A letter is sent to the sponsor via the program official, with a copy to the grant official.

Notes:

In no case does a sponsor allow for an extension simply to use up unexpended funds.

A no-cost extension requested after the end date of a grant will not be honored by the sponsor.