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## Request for No Cost Extension

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While sponsors expect Principal Investigators (PI) to complete projects and deliverables by the stipulated end date, occasionally additional time is needed. A no-cost extension gives the PI time to complete the scope and objectives of the project without additional funds being provided by the sponsor. Although requests may not be made for the sole purpose of spending remaining funds, you may expend remaining funds during the no-cost extension period.

To request approval for a no-cost extension, please complete all fields and forward to Sponsored Funds Administration (ITC building) at least **30 days prior to the termination date**:

Principal Investigator Name:

Department:

Telephone number:

Email:

Sponsor Name:

RF Award Number:

RF Project Number:

Award Title:

Current Termination Date (MM/DD/YYYY):

Requested Termination Date (MM/DD/YYYY):

The following information **must** be provided (attach additional sheet, if necessary):

**1. Justification for extension, including progress to date** (The fact that funds remain at the expiration of the grant is not sufficient justification for an extension)

**2. Amount of and spending plan for unobligated balance**

**3. Assurance that all research compliance activities are approved and current**

**Approval Date (MM/DD/YYYY)**

**Human Subjects:**

**Vertebrate Animals:**

**Recombinant DNA/Biohazardous Materials:**

**Radioactive Materials:**

**Controlled Substances:**

**Notes Regarding No Cost Time Extensions**

First Time Requests – FDP Awards

Initial requests for no-cost time extensions to grants awarded under FDP or expanded authorities (i.e. most NSF and NIH grants) must be submitted with sufficient time for Sponsored Funds Administration to notify the awarding office of the extension. These types of no-cost extensions do not require approval from the sponsor, but we must notify the sponsor within 20 days of current termination date.

Other No-cost Extension Requests

No-cost extensions that do not fall within the above parameters must be approved by the Sponsor. SFA will use the information provided on this form to prepare a request to the sponsor.

***If you have any questions, please contact Research Development Services (x7-6136) or Sponsored Funds Administration (x7-6752).***