

TITLE: No-Cost Extensions

DESCRIPTION

Most sponsors allow no-cost extensions of grant periods to provide maximum possible flexibility in funding research and educational activities. The requirements to apply for a no-cost extension vary with the sponsor; each investigator should refer to his/her sponsor's policies.

RESPONSIBILITY

Principal Investigators are primarily responsible for requesting no-cost extensions from sponsors.

PROCEDURE/PROCESS

If an investigator believes a no-cost extension is necessary for a project, he or she must contact Sponsored Programs Administration no less than 90 days before the end date of the grant. In no case does a sponsor allow for an extension simply to use up unexpended funds. Some typical reasons for requesting a no-cost extension include the following:

- Additional time beyond the grant end date to ensure adequate completion of the originally approved project.
- Continuity of grant support while a competing continuation application is under review.
- An orderly phase-out of a project that will not receive continued support.

In general, no-cost extensions requested after the end date of a grant will not be honored by the sponsor.

If the sponsor requires a written request, the Principal Investigator must draft the letter with a signature line for the Principal Investigator and the Authorized Institutional Official. This letter must be sent to Sponsored Programs Administration for review; Sponsored Programs Administration will print it onto the appropriate letterhead and ask the Principal Investigator to sign it before Sponsored Programs Administration forwards the letter to the sponsor.

All no-cost extension requests must include a detailed budget for the estimated funds remaining.

In all cases, regulatory approvals must remain current in order for a no-cost extension to be approved by a sponsor. These regulatory approvals include the following:

- Human subjects research approval
- Vertebrate animals research approval

- Conflict of interest disclosure
- Debarment/suspension status

In addition, the effort of all key personnel on Federal grants must remain the same or not be reduced by more than 25% of the originally approved effort amount.

Applicable Regulations, Document(s):

Policy

Additional Documents