

No Cost Extension

- It is important to monitor your budget. For example, check your monthly payroll charges to make sure that the correct information is being charged to the correct account.
- It is important to check all travel that reimbursements are completed prior to the project end. In fact it is a good rule of thumb to complete reimbursements and forward them for payment within 2 weeks of returning from your trip. You don't want the project to end and you owed money.
- Generally, 30-90 days is given for close out. During this time all outstanding obligations must be paid, and a final financial report is submitted by the Business Office to the funding source. Also, you may need to submit a technical report.
- You may need to request a "no cost" time extension. Please be aware of your agency's guidelines for "no cost extensions." You must contact the Office of Sponsored Programs Post-Award/non Financial person in order to request a "no-cost extension" from your awarding agency. Please do not wait until the last week of the performance period to ask. You should review your progress mid-program year to see if it is feasible to finish the work on time. Also, review your progress again in the last quarter of the project. This should give you plenty of time to request your extension from the agency and have not received a response yet, you still cannot continue spending until we have a documented approval from the sponsor. A copy of the approved "no cost" extension must be forwarded to Sponsored Programs and Business & Finance, Contract & Grants.

No Cost Extension Request Form

(Please complete this form and submit to the Office of Sponsored Programs for approval. Once approved, then you will be instructed to submit an official request to the sponsoring agency. Please note that the extension is not approved until a written response from the agency is received. The office of Business and Finance will be notified of the approval status.)

PI Name _____ Date of Request _____

Project Name _____

Sponsoring Agency for Project _____

Sponsoring Agency Address _____

Reason for requesting extension _____

Amount of funds left to spend _____

Expected Date of Completion _____

List of tasks to be completed _____

Signature of PI

Sponsored Programs Office