



Policy Name	No Cost Extensions
Policy Number	12000.018
Effective Date	May 23, 2017
Administrative Division	Division of Research and Federal Relations
Unit	Sponsored Programs
Revised Date	Click here to enter text.

1.0 Policy Statement

All No Cost Extension requests must be processed by the Unit of Sponsored Programs (USP) and are only submitted according to the terms and conditions outlined in the award notice. The request must be approved by the funding agency before the project is allowed to continue spending past the original performance end date stated in the award notice.

2.0 Purpose

This policy is to assist Principal Investigators/Project Directors and Co-Principal Investigators with proper and effective management of sponsored projects by providing guidelines for the submission of No Cost Extension requests.

3.0 Definitions

- 3.1 Principal Investigator/Project Director – Individual primarily responsible for the scientific, technical, administrative and financial activity for externally funded projects.
- 3.2 Co-Principal Investigator – Individual who shares or assumes responsibility for the scientific, technical, administrative and financial activity for externally funded projects or leads on a sub-project contained in the larger proposed project.
- 3.3 No-Cost Extension Request – A request to extend a project period of performance with no additional costs to the sponsor to accomplish the goals and objectives of the project.

4.0 Additional Information

- 4.1 Requests requiring approval from the awarding agency are to be coordinated and submitted by USP.
- 4.2 Prior to submitting a No Cost Extension request to USP, the Principal Investigator/Project Director should refer to the terms and conditions of the award notice.
- 4.3 The completion of a No-Cost Extension request is the responsibility of the Principal Investigator/Project Directors and Co-Principal Investigators, and should be submitted to USP at least 60 days prior to current performance end date.

4.4 If the request for extension is approved, all remaining unobligated balances may be spent according to the terms and conditions of the award and any subsequent amendments.

4.5 Requests solely for the purpose of using unobligated balances are not appropriate and will not be approved for submission to the sponsor by the USP.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.