

## Procedures for No-Cost Extensions

The Principal Investigator (PI) is expected to complete work under sponsored agreements within the project period specified in the award. However, if the PI needs additional time to complete the approved scope of work, within the limit of funds already made available, the sponsor may consider a request to extend the expiration date of the award at no additional cost. The request must be submitted to Research Administration and Finance (RA&F) by utilizing the [Award Change Request Form](#). If the project involves the use of humans or animals as research subjects, an updated approved protocol valid for the length of the extension will be necessary. If the portion of the work that involved the use of research subjects is completed, a statement indicating such should be provided.

Federal sponsors do not consider remaining unobligated funds at the expiration of the award as sufficient justification for an extension of time. Generally, a single extension may not exceed twelve months and only with a written justification will more than one extension be requested by RA&F for the sponsors' approval.

The request should contain:

1. The length of time for which the extension is being requested.
2. A justification for the extension request.
3. A brief statement as to the progress and work remaining to be completed.
4. Unobligated funds currently remaining on the scheduled expiration date.

Please see RA&F's [Prior Approvals Summary](#) for a complete breakdown on the prior approval process.

For those sponsors that require ten (10) days prior notice, RA&F should receive the [Award Change Request Form](#) fifteen (15) days prior in order to meet the sponsors' deadline.

For those sponsors that require forty-five (45) days prior notice, RA&F should receive the [Award Change Request Form](#) sixty (60) days prior in order to meet the sponsors' deadline.