

## Second No-Cost Extension Requests

Extensions beyond the first no-cost extension of a competitive segment are highly unusual and only approved with strong justification. Send an email to the Director of OSP ([pmiller@usfca.edu](mailto:pmiller@usfca.edu)) with the following information:

The Principal Investigator's title, institution, telephone number, fax number and e-mail address.

The complete grant number and title of project.

The name and email address of the Program Officer who signed the Grant Award Notice (if known).

The following information and justification:

- Scientific justification, including progress to date
- Length of extension requested
- Amount of and reason for the unobligated balance
- Plan for use of funds during extension period.
- Include categorical budget detail, in text format, of requested direct and F&A costs.