

USF Procedures for No-Cost Extensions

Under *Expanded Authorities* a request for a no-cost extension under all participating Federal agencies (except the Office of Naval Research) may be approved by the Office of Sponsored Projects (OSP) for faculty and staff at USF. OSP must notify the sponsor at least ten (10) days prior to the expiration of the award and therefore requires the request for a no-cost extension be received at least fifteen (15) days prior to that expiration date. After OSP approval a letter (or for NSF, a FastLane notification) is sent to the sponsor via the program official, with a copy to the grants official.

To initiate this process the request for a no-cost extension must be sent in writing or by e-mail, by the PI, to OSP.

If the project involves the use of humans or animals as research subjects, an updated approval for such, valid for the length of the extension, should be submitted to OSP along with the request for the extension. If the portion of the work that involved the use of research subjects is completed, a statement indicating such should be provided.

Most federal sponsors do not consider the fact that funds remain un-obligated at the expiration of the award as sufficient justification for an extension of time. Normally, no single extension may exceed twelve months and only in exceptional cases will more than one extension be granted.

The request for a no-cost extension should contain:

1. Your name and contact information (phone number and e-mail).
2. Relevant information that identifies your project: title, grant number, account number, and the current project termination date.
3. The extended termination date (month/day/year) you are requesting.
4. Justification—reasons you need an extension. The following reasons are acceptable:
 - ✓ Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
 - ✓ Continuity of grant support is required while a competing continuation application is under review.
 - ✓ The extension is necessary to permit an orderly phase out of a project that will not receive continued support.
5. An estimate of funds expected to remain unobligated on the scheduled expiration date