Sample No Cost Extension Request Letter

 **(Should be typed on COE/Department letterhead)**

# Date

*Name of Grant Sponsor/Agency*

*Name and Address of the Grants Management Specialist/Administrator*

Re: No Cost Extension of Grant *(fill in grant number, including current year)*

Dear *(fill in name of Grants Management Specialist/Administrator):*

We would like to request an additional *(fill in number of months up to twelve)* no cost extension for *(fill in PI’s name)*. If approved, the new ending date will be *(fill in the new date).*

Currently our balance is approximately $ … (*insert unobligated balance, followed by breakdown of direct costs, indirect costs, and indirect cost rate, or add “including applicable F&A Costs”*).

Provide a detailed paragraph on why the extension is needed. Examples:

(1) Need to finish any of the specific aim(s) as indicated in the research plan;

(2) Delayed start due to inability to hire certain personnel;

(3) Project not complete due to waiting for a piece of equipment, analysis of data, etc.;

(4) Renewal pending

 Note: “Renewal pending” should not be the sole justification. There should be other justification as exemplified in #s 1, 2, and 3 in addition to the fact that a renewal is pending.

Should you have any questions, please do not hesitate to contact (f*ill in PI and/or administrator names and contact information)*.

Sincerely,

*(fill in PI’s name & title for signature)*

## Procedures

1. Before the principal investigator signs, email a draft of the letter to COE OoR and SAM - for review.
2. COE OoR and SAM notifies principal investigator/department of any suggested revisions and gives approval for the Principal Investigator to sign.
3. Principal Investigator/Department submits the signed letter to COE OoR and SAM.
4. Once the letter is received, SAM reviews final version for consistency and provides signature.
5. When approval is obtained from the grant sponsor/agency, SAM will process all actions required to extend the end date in USCeRA and the Finance Intranet.