

## **No-Cost Extension Policy and Procedure**

Research grants and contracts are contractual obligations between the sponsor and UCR. Since the period of performance is an agreed upon contractual element, most federal sponsors, and many other sponsors, require that the request comes from an authorized representative of the institution. These requests are handled through the Office of Sponsored Projects.

Prepare a request email addressed to the grants admin (Briana/Berenice) and the Contracts and Grant Officer assigned to your award at least 30 days prior to the expiration of the award. The e-mail must be from the Prime PI on the award. The email should contain this information:

- The sponsor's award number.
- The amount of funds remaining.
- The amount of additional time requested.
- A brief justification for the extension request. Keep in mind that extension justifications must be scientifically based, i.e., based on the research needs. The justification cannot imply that the extension was driven by the desire to spend remaining funds or to pay for salaries or appointments.
- A brief explanation of the work to be done during the extension period.

After review of the request for validity against sponsor's terms and conditions, the Contracts and Grants Officer will submit the request to the sponsor. Dates will be modified once the approval comes from the sponsor, which can come in the form of a simple notification or an amendment to the award.

Please be aware that this is a generic process. Some sponsors will require more or less information for the request. If you have questions, please contact the grants admin for your award.