



Financial Oversight Policy

NO COST EXTENSIONS

A request to a sponsor for a no cost extension sometimes requires approval from Research Administration (depends on sponsor requirements). If so, the following information should be included in a no-cost extension request written by the PI:

- 1) Reason more time is needed.
- 2) How much time is needed (include new proposed end date).
- 3) How remaining funds will be spent.

The completed letter, signed by the PI, should be sent to finance staff for delivery to the Contracts Officer in Research Administration. The Contracts Officer will notify the either forward this directly to the sponsor or return the countersigned letter to finance for submission by the PI.

Approval from the sponsor may be sent either to Research Administration or to the Principal Investigator. If the PI receives the approval it needs to be sent to the finance office. The same flow of information should occur as with the new award – your finance team will initiate this once approval is received.

For non-federal awards, an email from the sponsor extending the date usually suffices.