Sponsored Program Extensions

Grants and Contracts Accounting (GCA) sends email notifications 120, 90, and 45 days before an award end date. These reminders allow principal investigators to determine whether the project can be completed on schedule or if an extension is needed. If an extension is required, the following actions apply:

1. **When sponsor approval is required:**
   A formal request with justification must be submitted to the Office of Research Administration/Services (ORA/ORS), which will forward it to the sponsor. Once approved, the sponsor's notification will be sent to ORA/ORS and then to GCA. Requests must be submitted at least **45 days before** the award end date.

2. **When sponsor approval is not required:**
   A request with justification must be submitted to ORA/ORS for internal approval and processing. Requests must be submitted at least **30 days before** the award end date.

3. **For awards funded annually:**
   An advance account request may be submitted to avoid disruptions in fiscal management.
   - **OUHC:** Submit an advance account request via SoonerTrack.
   - **OU Norman:** Submit the completed [advance account form](#) to OUNGCAinfo@ou.edu.

4. **Advance account duration (180 days):**
   After 180 days, the direct cost balance will be sent to the Dean/Chair and Business Manager for review. If continuation is not approved, the account will be frozen until new funding is issued by the sponsor.

5. **Extension to 270 days:**
   With departmental approval, the advance account may be extended to 270 days. After 270 days, the balance will again be reviewed. If continuation is not approved, the account will be frozen until new funding is released.

6. **No extension within one year:**
   If an extension is not received within one year, the project will be frozen, and no additional costs may be charged to the award.

7. **If the sponsor denies the extension or continuation funding:**
   All expenditures incurred after the original end date must be removed and charged to a non-sponsored chartfield.