

Sponsored Program Extensions

Research Financial Services (RFS) sends out email notifications 120, 90 and 45 days prior to the end of the award. These notices allow the principal investigator time to ensure whether the work can be completed according to the original schedule or whether an extension of time will be necessary. If it becomes necessary to extend a grant or contract beyond the original termination date, the following courses of action may be taken:

1. If sponsor approval is required, a formal request and justification must be submitted to the Office of Research Services (ORS) in writing. ORS will then submit the request to the sponsor. Upon sponsor approval, a copy of the approval notice will be delivered to ORS and forwarded to RFS. Extension requests should be submitted no less than 45 days prior to the end of the award to allow time for sponsor approval.
2. If sponsor approval or notification is not required, a request with justification must be submitted to ORS for approval and processing. Extension requests should be submitted no less than 30 days prior to the end of the award.

To ensure that there is no interruption to the fiscal management of the award an advance account requesting an extension to the award can be sent to ORS. The advance account will be valid for no more than 90 days. If an extension has not been received at that time, the project will be frozen and additional costs will not be allowed on the award. If an advance account for extension has been submitted and the sponsor subsequently denies the extension request, all expenditures accrued after the original end date will have to be removed and covered by a non-sponsored chartfield.