

## **No-Cost Extensions**

Sponsors expect PI's to complete projects by the project period end date. However, this is not always possible. A no-cost extension gives the PI extra time to complete the scope and objectives of the project without additional funds being provided by the sponsor. Although **requests may not be made for the sole purpose of spending remaining funds** you may expend remaining funds during the no-cost extension period.

### **When should I request a no-cost extension?**

Individual sponsor requirements vary. First-time requests are generally due to the sponsor thirty (30) days prior to the current project period end date.

### **How long of an extension may I request?**

You should only request the actual amount of time needed to complete the project. Requests range from one to twelve months.

**A written justification for the extension request and a revised budget for the remaining funds must be submitted to the ORSP Post Award Office for review and approval prior to a request being submitted to the sponsor.**