



Items to address in a typical no cost extension request on an NIH grant:

At least 15 days prior to the original end date, please email or fax your Grants Administrator a **signed** letter from the Principal Investigator (PI) addressed to the following individual in the Office of Research and Sponsored Programs (ORSP):

R. Darren McCants
Director, ORSP

In order for ORSP to render a decision, and then properly notify NIH; the following minimum information should be included in the request from the PI.

- Grant number
- Title of the Project
- Requested new end date
- Estimated total amount of remaining funds (including F&A)
- Indicate if the level of effort for any Key Personnel (listed in Notice of Award) will be reduced by more than 25% of the level originally proposed. And if these reductions on effort will have any affect on the overall scope of the project.
- If applicable, indicate whether your human/animal/biohazards approvals will be maintained and kept current during the extension period.
- Provide concise technical reason(s) for the requested extension.
- The appropriate department head(s) should be copied on the correspondence, thereby indicating their approval of the requested extension.

NOTE: There may be additional information required depending on the terms and conditions of your particular award and/or sponsor. Please contact your assigned Grant Administrator for more project specific guidance.