



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

At least 20 days prior to the original end date, please email or fax your Grants Administrator a **signed** letter from the Principal Investigator (PI) and counter-signed by the appropriate department head(s), addressed to either one of the following individuals in the Office of Research and Sponsored Programs (ORSP):

R. Darren McCants
Director, ORSP

David Azbill
Assistant 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) with budget estimate for use of funds during the extension period
- 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 (Requires prior approval by NIH). Also indicate 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 indicating the extension has already been discussed and approved (e.g. counter-signature of the extension request letter).

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.