

NO-COST EXTENSION Guidelines

Overview

A No-Cost Extension may be requested where either a) additional time beyond the established project end date is required to ensure adequate completion of the originally funded project and funds remain, OR b) an extension of time is necessary to permit an orderly phase-out of the project if it is unlikely to be competitive for future extramural support.

Conditions

The awardee may extend the final budget period of the previously approved project period one time for a period of up to 6 months beyond the original project end date if:

1. No additional funds are required from HHDC,
2. There is a reasonable expectation that extending the budget period will lead to project completion, and attain the goal of the awardee being able to apply for extramural funding for the project, AND
3. The project's originally approved scope will not change

The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for requesting a No-Cost Extension.

If the No-Cost Extension is approved, it is the responsibility of the awardee to make any notifications and fully adhere to their institution's research administration procedures which may be applicable to the project. In addition, the awardee agrees to update all required certifications and assurances, including, but not limited to, those pertaining to human subjects and vertebrate animals, in accordance with applicable regulations and policies. Finally, awardees are reminded that all terms and conditions of the award continue to apply during the extension period.

Instructions for Requesting a No-Cost Extension

A complete request for a No-Cost Extension consists of the following items. There is no required format for materials (i.e. margins, font, font size, and similar). This is at the discretion of the applicant.

1. **No-Cost Extension Request Form**- Available online at haroldhamm.org/membership under "Forms and Information."
2. **Justification Letter**- (not to exceed 4 pages) Attach a letter justifying the need for the requested extension, which should include all information the awardee deems relevant to the request. At a minimum, it must address the following:
 - a. Progress and accomplishments of the project to date
 - b. Specific aims yet to be achieved
 - c. Explanation of why the work has not been completed
 - d. A detailed work plan of how all unfinished activities will be completed by the proposed end date
 - e. Any updates to the originally submitted plan for how the project and anticipated results will lead to extramural funding, including names of funding agencies you plan to submit to and an updated anticipated timeline for submission

Instructions for Requesting a No-Cost Extension (continued)

3. **Budget-** Please include the original budget, funds expended, and funds remaining (not to exceed one page)
 - a. **Note:** Awardees are permitted to reallocate their budget to ensure the best use of funds for obtaining the stated goals of the project so long as the expenditures are consistent with the original scope of the project. Only if the applicant is reallocating funds, please include an amended Budget Justification (not to exceed two pages) which includes at a minimum 1) an explanation of why funds are available to be moved from the budget category where they were originally budgeted, and 2) an explanation of why this change is necessary and the impact on the approved scope of work.
4. **Letter of Support-** Please include a letter of support from your department chair, section chief, or other relevant supervisor with knowledge of the project that attests to their belief that granting the No-Cost Extension is reasonably likely to result in the completion of the project and achieve its stated goals.

Request Submission Instructions and Deadlines

No-Cost Extension requests must be submitted in no less than 30 days from the stated project completion date, but no sooner than 90 days from the state project completion date.

Submit your request as a single PDF file (i.e. you should submit only one (1) file as your application) via e-mail to hhdcmembership@ouhsc.edu. You will be notified you when your submission has been received.

Questions

For questions regarding awards or application guidelines, please e-mail hhdcmembership@ouhsc.edu or contact Katie Hoefling in HHDC Administration at (405) 271-2824.