



No-Cost Extension Request Form
Office of Sponsored Programs

Principal Investigator: _____ Department: _____
Funding Agency: _____ Sponsor Award #: _____
Award Expiration Date: _____ Billing Project #: _____
Proposed Expiration Date: _____ MAESTRO Project #: _____

Requests for No-Cost Extensions must be submitted to PVOSP 60 days prior to the award's expiration date.

If the 60 day deadline has passed, please contact your Project Administrator for assistance in expediting this action (if possible).

This form is required to be completed, signed and submitted to the Office of Sponsored Programs for all no-cost extensions regardless of the sponsoring agency. All requests must be typed and signed below by the PI and the Dean/Director or Department Head.

Examples of when such an extension may be requested are as follows:

1. Additional time is required to assure completion of the original approved objectives
2. Continuity of grant support is required while a competing application is under review
3. Necessary to permit an orderly phase out of a project that will not receive continued support

The fact that funds remain in the grant is not in itself justification for a no-cost extension

EXPLANATION FOR REQUEST

Do not include personal information in the request. Information provided below will be used to create the sponsor notification or request (please attach an additional page if more space is needed).

☐ An additional page is attached

Principal Investigator Signature Date Department Head, Dean/Director Signature Date

PVOSP Representative Date

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