

No-Cost Extension

A **no-cost extension** extends the project period beyond the original project end date allowing the original scope of work funded by the sponsor to be completed. Please send the following in an email to Cindy Heesacker along with a letter addressed to the sponsor. If your letter has all of the answers to the questions below, please copy and paste those answers next to each question below. The answers to the questions below and the letter will be uploaded in UFIRST Awards and sent to the Sponsor.

No-Cost Extension Approved by Division of Sponsored Programs

- I. Submit the request to capgap@ufl.edu.
- II. The email subject line should state: No Cost Extension Request for UF Project Number _____.
- III. In the body of the e-mail please provide the following information:
 - A. Sponsor Name
 - B. Sponsor Award Number
 - C. Current Expiration Date
 - D. Length of Extension (up to 12 months)
 - E. New Expiration Date
 - F. Scientific/Programmatic
 - Justification explaining the need for the extension of time. This narrative should be written as if you were writing your Program Officer requesting an extension. In the case of Federal grants, DSP forwards this narrative section (as provide by the PI) to the awarding agency.
 - G. Level of Effort Confirmation
 - It is widely recognized that during the no cost extension period a reduced level of effort will be devoted to the project from the Principal Investigator and other named key personnel. If the reduction of effort of these individuals during the no cost extension period will result in a reduction of their overall effort on the grant by 25% or more, please identify the individual and explain the reduction of effort that is occurring. A 25% or more reduction of effort will require a separate approval action with the sponsor grant's management office.
 - H. External Subawards
 - Please identify any external subawards issued from the award that will require the extension. This information will allow DSP's outgoing Subaward Office to extend the subaward(s) as well.
 - I. Internal Subprojects
 - Please identify any internal subprojects issued from the award that will require the extension. This information will allow DSP's Award Administration office to extend those projects as well as the primary.