



Grant Agreement No-Cost Extension Request Guidelines

A no-cost extension extends the end date of the grant award without additional funding during that extended period of time. The GLFT has approved no-cost extensions on a limited basis if the applicant provides reasonable justification. If circumstances beyond the control of the project manager have caused the need for an extension, a no-cost extension will be considered. Examples of such activities include unforeseeable personnel changes, equipment failure, catastrophic occurrences, etc. If the circumstance causing the need for the extension could have been avoided by careful project planning, a no-cost extension will not be considered. In order for the GLFT to consider a no-cost extension for your project, please answer the following questions. Your grant manager will review your request and make a determination based on the justification for the need for additional time.

1. What is the primary reason for a no-cost extension?
 2. What percentage of the project is complete?
 3. What end date do you propose?
 4. How many benchmarks have been met?
 5. Will any portion of the project not be completed?
 6. Are any new methodologies or technologies being tested as part of the originally funded project? If so, what is their status and expected outcome?
 7. Is the project extension necessary to test the original hypothesis?
 8. What are the policy and research implications if the extension is not granted?
 9. Attach a revised chart of work.
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