

Principal Investigator: _____

Department: _____

Funding Agency: _____

Sponsor ID: _____

Grant Expiration Date: _____

OSU Index Code(s): _____

This form is required to be completed, signed and submitted to OPAA for all No-Cost extensions regardless of the sponsoring agency. All requests must be typed and signed below by the PI, Dean/Director and/or Department Head/Chair. (See reverse side for complete instructions.)

- Grantee (OSU) Approved (1st extension)** No-Cost Extension to _____ (date) . For the following agencies OSU has expanded authority (for grants and cooperative agreements, not contracts) and can approve a one-time No-Cost extension: **NSF, NASA, USDA-NIFA (formerly CSREES), NOAA, NIH/PHS, ONR, DOE, DOT, EPA and US-ED.** Complete the box below stating your explanation for the request. Please enter the request in **FastLane** for NSF and **Grants Online** for NOAA.
- For all other agencies and sponsors (i.e. other universities, foundations, corporations, etc.) where OSU is **not** authorized to approve No-Cost Extensions, please attach a letter on letterhead, requesting an extension from the sponsoring agency including an explanation for the request. The letter should be signed by the PI and include a blank line so that it can be countersigned by the Assistant Director Business Affairs/OPAA
- Additional No-Cost Extension to _____ (date) . In all cases, this request must be approved by the sponsoring agency. Please enter the request in **FastLane** for NSF and **Grants Online** for NOAA. For all other agencies, please attach a letter on letterhead, requesting an extension from the sponsoring agency including an explanation for the request. The letter should be signed by the PI and include a blank line so that it can be countersigned by the Assistant Director Business Affairs/ OPAA.

Explanation for request (do not include personal information): (Please attach an additional page if more space is needed.)

Principal Investigator Date

Department Head/Chair Date

Dean/Director Date

OPAA Representative Date

NO-COST EXTENSIONS

An **ORGANIZATIONAL PRIOR APPROVAL SYSTEM (OPAS) /NO-COST EXTENSION REQUEST FORM** must be completed for OPAA review and processing for all No-Cost Extensions regardless of the sponsoring agency.

If your project involves a sub award(s) you will need to contact Research Contracts to ensure the subaward extension process is initiated. Forms to extend an existing sub award can be found at http://oregonstate.edu/research/osp/submission/Forms_Feb_08.htm

Grantee (1st) No-Cost Extension for Agencies with Expanded Authority (NSF, NASA, USDA-NIFA (formerly CSREES), NOAA, NIH/PHS, ONR, DOE, DOT, EPA and US-ED) (For links to agencies, see GCG Manual 103)

General Rule: OSU may approve a one-time, No-Cost extension of up to 12 months beyond the original expiration date of the grant or cooperative agreement (not contracts). Review of request will consider summary of progress, estimate of funds remaining, and plans for the completion of the project. Such an extension may be made when one of the following applies: (a) additional time is required to assure completion of the originally approved project scope or objectives; or (b) continuity of grant support is required while a competing application is under review; or (c) the extension is necessary in order 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.**

A signed OPAS/No-Cost Extension form may be sent electronically to the OPAA Grant Accountant. Also, notify your Business Center Grant Accountant.

Deadlines:

- Extension requests should be submitted to OPAA no later than 30-days prior to the grant's current expiration date. This allows adequate time to meet our deadlines.
- Upon internal approval of an extension, OPAA must provide written notification to Federal Agency's Grant Officer. This notification must be received by the agency at least (10) ten days prior to the original expiration date of the award.
- If this notification deadline is missed, OPAA may not exercise its ability to extend the grant, without the sponsor's approval.

-USDA- NIFA (formerly CSREES): OSU may approve a first-time No-Cost Extension of up to 12 months on a grant, up to a maximum award period of five years. The award period will commence as of the effective date cited in the grant, unless a pre-award period has been previously approved. In that case, the date the first pre-award cost has been incurred is considered the start date of the potential five year award period.

-ONR: Complete the OPAS/No-Cost Extension form and forward to the **OPAA Grant Accountant** for review and processing. Upon internal approval, the Assistant Director Business Affairs/OPAA will forward the request to ONR via e-mail.

No-Cost Extensions cannot be processed under expanded authority if the award is past the end date. Complete the OPAS/No-Cost Extension form; attach a letter on letterhead, requesting an extension from the granting agency including an explanation for the request. The letter should be signed by the PI and include a blank line, so that it can be countersigned by the Assistant Director Business Affairs/OPAA. Forward to the OPAA grant accountant. OPAA will forward the request to the sponsoring agency. For NSF, submit in **FastLane** as an NSF approved request.

No-Cost Extension for Agencies without Expanded Authority

ALL OTHER AGENCIES: OSU is not authorized to approve No-Cost Extensions for agencies other than those stated above. Therefore, in all cases, this request must be approved by the sponsoring agency.

Complete the OPAS/No-Cost Extension form; attach a letter on letterhead, requesting an extension from the sponsoring agency including an explanation for the request. The letter should be signed by the PI and include a blank line so that it can be countersigned by the Assistant Director Business Affairs/OPAA. Forward to the OPAA Grant Accountant for review and processing. OPAA will forward the request to the Office of Sponsored Programs who will request the extension from the sponsor.

REQUESTS FOR ADDITIONAL NO-COST EXTENSIONS - (Must be submitted to OPAA 60 days prior to the award's expiration date.)

In all cases, this request must be approved by the sponsoring agency. Please enter the request in **FastLane** for NSF and **Grants Online** for NOAA and forward the OPAS/No-Cost Extension form to the OPAA Grant Accountant. For all other agencies, attach a letter on letterhead, requesting an extension from the sponsoring agency including an explanation for the request. The letter should be signed by the PI and include a blank line so that it can be countersigned by the Assistant Director Business Affairs/OPAA. Forward to the OPAA grant accountant. OPAA will forward the request to the sponsoring agency. Except for NSF, NIH, and ONR, OPAA will forward the request to the Office of Sponsored Programs who will request the extension from the sponsor.