

OFFICE OF SPONSORED PROGRAMS  
Fort Valley State University

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**Request for No Cost Extension**

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While sponsors expect Principal Investigators (PI) to complete projects and deliverables by the stipulated end date, occasionally additional time is needed. A no-cost extension gives the PI time to complete the scope and objectives of the project without additional funds being provided by the sponsor. Although requests may not be made for the sole purpose of spending remaining funds, you may expend remaining funds during the no-cost extension period.

To request approval for a no-cost extension, please complete all fields and forward to the Office of Sponsored Programs (Huntington Hall building) at least **30 days prior to the termination date**:

Principal Investigator Name:

Department:

Telephone number:

Email:

Sponsor Name:

Grant Award Number:

FVSU Project Number:

Award Title:

Current Termination Date (MM/DD/YYYY):

Requested Termination Date (MM/DD/YYYY):

The following information **must** be provided (attach additional sheet, if necessary):

**1. Justification for extension, including progress to date** (The fact that funds remain at the expiration of the grant is not sufficient justification for an extension)

**2. Amount of and spending plan for unobligated balance**

**3. Assurance that all research compliance activities are approved and current**

**Approval Date (MM/DD/YYYY)**

**Human Subjects:**

**Notes Regarding No Cost Time Extensions**

First Time Requests

Initial requests for no-cost time extensions must be submitted with sufficient time for @AJUU to notify the awarding office of the extension.

*If you have any questions, please contact Post-Awards Coordinator (x1062) or the Office of Sponsored Programs (x6144).*