



## **NO-COST EXTENSION REQUEST**

A request for a no-cost extension must be in the form of an official request letter and should be submitted to FAST no less than thirty (30) days prior to the desired effective date of the requested change. The letter should be co-signed by the **Principal Investigator (PI)** and an **authorized signing official** from the university.

**No Cost Extension (NCE)**- will extend the project/budget period beyond the original end date of that year's funding, with no additional funding. If approved, a grantee can spend the remaining grant funds during the extension period because the budget period is also extended.

Add the following information if requesting a carry forward:

- 1. FAST Year-End or Final Progress Report**
- 2. Financial report**
- 3. Official request letter** including the following information:
  - a. Name of the PI, grant number and title of grant
  - b. Detailed amount of funds to be carried forward
  - c. Budget periods of when the funds were requested, to what the new dates are to be extended, (from budget period 01/01/2021-12/31/2021 ("Year 1") to period 01/01/2022-12/31/2022 ("Year 2"))
  - d. **Detailed justification** for the request:
    - i. Explain what happened to cause the remaining funds to be unspent;
    - ii. Were aims met for current year;
    - iii. A plan for the use of the funds moving forward-including scientific justifications; and
    - iv. A detailed breakdown of current unobligated balance.