

## Post Award – Prepare and Support No-Cost Extension Requests

All ORE staff have responsibility for pre-award and post-award activities. Sometimes work may be with a single individual in the ORE, sometimes work will be managed by multiple people. This is dependent upon the ongoing workload within the ORE and the respective tasks of each member of the ORE team.

### Prepare and Support No-Cost Extension Requests

Sometimes project funds may not be extended by the end of the project contract. In those situations, the ORE will support the request for a no-cost extension to the funder. In order to make a request, a funder must allow no-cost extensions and the University must approve of the No-Cost Extension. **Note: The ORE does not approve any No Cost Extensions.**

The ORE will work with the PI to prepare and support a no-cost-extension request. The ORE will:

- Help PI determine if a no-cost extension is allowed on a project.
- Determine the unexpended funds that would be available to the PI in a no-cost extension time period.
- Work with the PI to develop a budget / budget justification for the no-cost request time period **as required by the funder.**
- Work with the PI to complete a no-cost extension through the funder.
- Work with the PI to complete and submit the necessary Kuali documentation for a no-cost extension.
- ***In some rare circumstances, a funder may allow request for additional funds as part of a no-cost extension. If additional funds are requested, the ORE will support the request through Kuali as a continuation to an existing award.***

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January 20, 2020

