

## Institutes and Associations – No Cost Extension

With awards coming from a variety of Institutes and Associations, below are general instructions on how to obtain a No Cost Extension. Please review your award terms and conditions when applicable and if they indicate that requests should be submitted through the Sponsor's electronic portal, then follow the instructions. If questions, send an email to [opam@umass.edu](mailto:opam@umass.edu) requesting assistance. Give the sponsor name, and the GAID in your email. The file will be given to the appropriate award administrator who will contact you. If there is no e-portal or e-system, follow the below:

It is required for the Principal Investigator to request the no cost extension through the sponsor. This request should be completed at least 30 days prior to the end date of the current award. The following requirements must be met:

\*A letter of justification on Department Letterhead which includes why the project will not be completed in the original time awarded, a brief description of the work left to be done, a statement of how much residual funds remain, and how those funds will be used to complete the project. **(Please note: a request for an extension for the sole purpose of spending down residual funds is not allowable.)**

\*Addressed to the Sponsors Program Officer/Contact

\*An Award Number should be referenced

\*A current end date, and the requested new end date should be referenced

\*A signature of the Principal Investigator

Once this is complete, the letter needs to be sent to the Office of Post Award Management (OPAM) at: [OPAM@umass.edu](mailto:OPAM@umass.edu). An award administrator will review and have the letter countersigned by the University Authorized Signatory. OPAM will then submit to the sponsor on behalf of the Principal Investigator.