

## Mass State Agencies/Awards under ISA Agreements

There is no e-portal under which you can request a no cost extension from a state agency under an ISA agreement. OPAM submits the request on behalf of the PI to the sponsor.

The following is required:

- A letter requesting the extension should be drafted on departmental letterhead, signed by the PI, and emailed to OPAM at: [opam@umass.edu](mailto:opam@umass.edu). The letter will be matched up with the correct award file and given to the appropriate administrator to review, have counter signed by an authorized representative, and sent off to the sponsor.
  
- The following should be included in the letter:
  - The letter should be addressed to your program manager/ISA manager. If in doubt, address to the ISA Manager identified on the upper left hand corner of the ISA face page.
  - The letter should explicitly state the new end date being requested by the PI.
  - It should provide a justification for the extension which includes:
    1. Why the project will not be completed in the original time awarded
    2. A brief description of the work left to be done
    3. A statement of how much residual funds remain
    4. How those funds will be used to complete the project. This can be tied to item 2.

**NO COST EXTENSIONS CANNOT BE REQUESTED FOR THE SOLE PURPOSE OF USING UP RESIDUAL FUNDS!!!!!!** And any requests that imply that will be returned to the PI. Extension requests should be for the purpose of finishing up the project as proposed/awarded.