**Request for No-cost Extension for Internal Funding Opportunity Award**

**Instructions**: Complete the shaded sections of the form below and use no more than two additional pages to answer the questions on the pages following. If a budget revision is required, prepare a separate revised budget and budget justification using the same format as your proposal. Submit the request and revised budget to the Office of Research Development at [ord@umass.edu](mailto:ord@umass.edu) at least 30 days prior to the end of the award period given by your award letter. Once the no-cost extension is approved, the signed form will be returned to you. It amends the award letter and should be kept with it.

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| **PI Last Name:** |  |
| **PI First Name:** |  |
| **Funding program:** |  |
| **Project title:** |  |
| **Award start and end dates:** |  |
| **Requested end date for no-cost extension:** |  |
| **No-cost extension new award end date:** |  |
| **Approved by:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **PI Signature:** |  |
| **Date:** |  |
| **Approver’s Signature:** |  |

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| Explain why more time is needed. |
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| Provide a revised workplan and timeline. |
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| How will the participation of collaborators be affected? Attest that the PI has consulted any collaborators or partners and received assurances that they will be able to participate under the revised plan of work and budget. |
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| How will the new workplan will affect the budget? If adjustments are needed, prepare a separate revised budget and budget justification. |
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