

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Funding Agency: \_\_\_\_\_ Sponsor Award #: \_\_\_\_\_

Current Grant Expiration Date: \_\_\_\_\_ OSU Index Code(s): \_\_\_\_\_

New Grant Expiration Date: \_\_\_\_\_

**Requests for No-Cost Extensions must be submitted to OSRAA 60 days prior to award’s expiration date.** If the 60 day deadline has passed, please contact OSRAA for assistance in expediting this action. **This form is required to be completed, signed and submitted to OSRAA for all No-Cost extensions regardless of the sponsoring agency. All requests must be typed and signed below by the PI and the Dean/Director or Department Head/Chair.**

Examples of when such an extension may be requested are as follows:

1. additional time is required to assure completion of the original approved objectives; or
2. continuity of grant support is required while a competing application is under review; or
3. extension is necessary to permit an orderly phase out of a project that will not receive continued support; or
4. some sponsors may require additional information, in which case OSRAA will contact you.

**The fact that funds remain in the grant is not in itself justification for a no-cost extension.**

Explanation for request. (Do not include personal information.) Information provided below will be used to create the sponsor notification or request. (Please attach an additional page if more space is needed.)

If your project involves a subaward(s) you will need to contact OSRAA to ensure the subaward extension process is initiated. Forms to extend an existing subaward can be found at <http://research.oregonstate.edu/osraa/forms-and-rates>

Principal Investigator	Date	Department Head/Chair Dean/Director	Date
		OSRAA Representative	Date