No-Cost Time Extensions

Provided by Extramural Grants Administration
No-Cost Time Extension Request

- Use to allow more time to complete contracted research project
- Funds must remain in current budget lines
- Start process at least six (6) months prior to end of contract
  - Requires DOH, AG and OSC approval
  - Progress Report required for approval
- Periodic and Final Progress Report still required

![Diagram showing contract timeline with extensions]
All Fiscal Requests Require a Justification!

Be Specific

• Strength of justification is critical to approval of the request

• Justification must be tied to progress made on contract aims

  ➢ Progress to date on each specific aim

  ➢ Plans for use of funds to accomplish stated aims
No-Cost Time Extension Request Cover Page

Items 1-8 are required!

1. Enter Contract Number (C0XXXXX)
2. Circle appropriate program
3. Circle Extension Requested
4. Enter name of PI
5. Enter name of Organization
6. Enter Project Title
7. PI signature and date
8. Contract/Grants Official signature and date
9. For DOH-EGA USE ONLY! If this section is filled in, your request will be returned.
No-Cost Time Extension Request Worksheet

Completing the Worksheet

1. Organization and Contract # will populate from Cover Page
2. Enter Full Contract Term
3. Enter end date of current budget period
4. Current Budget (Column I) must reflect most recently approved Attachment B-1(A)
5. Estimated Expenditures (Column II) cannot exceed Current Budget or “Over Budget” error will appear

<table>
<thead>
<tr>
<th>PERSONAL SERVICES (PS):</th>
<th>COLUMN I</th>
<th>COLUMN II</th>
<th>COLUMN III</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>$55,000</td>
<td>$60,000</td>
<td>OVER BUDGET</td>
</tr>
<tr>
<td>Title</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Title</td>
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<td>$0</td>
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<tr>
<td>Title</td>
<td>$0</td>
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</tbody>
</table>

This request must be received at least 6 months prior to the end of the contract.
No-Cost Time Extension Request Justification

Section 1 will populate from Cover Page and Worksheet

2 Detailed Justification Should:

• Explain why funds were not expended during the normal contract term
• Provide reasons the contract term should be extended
  • Why necessary to achieve the approved research aims
• Describe steps that will be taken to utilize additional funds during new contract term
No-Cost Time Extension Request: Approval Notification

- EGA returns countersigned request form
- EGA obtains DOH, AG and OSC approvals
- Copy of executed amendment or denial letter sent to organization and EGA
- Organization can voucher for allowable expenses incurred during approved extension period
NYS Department of Health
Extramural Grants Administration

Specific Questions?

Contact us at:

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SCIRB@health.ny.gov

or

(518) 474-7002