

## UNIVERSITY OF NORTH DAKOTA No-Cost Extension Request Form

Complete this no-cost extension request form. After obtaining the department chair/head signatures, please submit the completed form to Grants and Contracts Administration (GCA) Stop 7306. After GCA has reviewed the request, the documents will be forwarded to RD&C for approval. If the sponsor requires a written letter, please submit it with this form. This letter should be on departmental letterhead. Please contact GCA with any questions.

Principal Investigator Information:

\_\_\_\_\_  
Principal Investigator (printed name)                      Department Name                      Phone #

\_\_\_\_\_  
Principal Investigator e-mail address

Project Information:

\_\_\_\_\_  
Sponsor/Funding Agency                      UND Award/Project #                      Sponsor Award #

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Current End Date                      Requested End Date                      1st Extension                      2nd Extension

Reason(s) the extension is needed

Estimate of funds expected to be remaining at the current end date \_\_\_\_\_

Will the effort of any key personnel be reduced greater than (>) 25% during the no-cost extension period?                      Yes                      No

If the reduction is greater than (>) 25% sponsor approval is required. Please contact GCA for further instructions.

Has the PI initiated an electronic request with the sponsor?                      Yes                      No

If yes, what is the website? \_\_\_\_\_

How would you like to be notified that the no-cost extension is ready?                      Email                      Phone

**REQUIRED SIGNATURES:**

\_\_\_\_\_  
Principal Investigator                      Date                      Chair/Department Head                      Date

(for acknowledgement purposes only)

\_\_\_\_\_  
Co-Principal Investigator                      Date                      Grants & Contracts Administration                      Date

\_\_\_\_\_  
Other                      Date

**INTERNAL USE ONLY**

\_\_\_\_\_  
Research Development & Compliance                      Date

Institution approved \_\_\_\_\_                      Institution denied \_\_\_\_\_                      Notification sent to PI \_\_\_\_\_                      Date notified \_\_\_\_\_  
(initial)                      (initial)                      (initial)