BLOUSTEIN SCHOOL POLICY

Policy Name: Requests for No-Cost Extensions and Budget Revisions for Grants and Contracts

Date: April 1, 2022

The Research Financial Services (RFS) office is responsible for the timely closeout of all sponsored awards. Therefore, if a principal investigator intends to request a no-cost extension to the end-date of a sponsored award, it is important that the request is submitted well in advance of the existing end-date for that grant. Similarly, requests to modify the budget should be submitted as soon as it becomes obvious that approval will be needed to change the spending plan for the award.

The following procedure should be followed when requesting a no-cost extension and/or modification to the budget for a sponsored award:

- Requests should be submitted in writing and should be submitted in time to reach the sponsor at least two(2) months in advance of the end-date of the award. Your grant manager should be copied on the request to alert him/her of your intent to extend the award.

- Requests should be specific as to the requested end-date, and include the title of the project, and the Rutgers grant account number.

- The Principal Investigator may request for authorization to incur cost while waiting for a signed approval for a no-cost extension if there is an expected delay.

- Budget revisions should show current budget, requested change, and new proposed budget by budget line item

- Justification for the requested change in end-date and/or budget should be provided

- Approvals should be specific and must be signed by an authorized official of the sponsoring agency. RFS prefers that the approval be on the sponsor's letterhead, but a countersignature on our written request will be accepted as well.

- The grant manager should be copied on all requests and approvals

Templates for these request letters have been created in Microsoft Word, and are available on the Business Office website, under the 'Grants and Contracts Administration' link. A template for presenting the budget modification information has been created in Microsoft Excel, and is also available on the website. The website link is … http://bloustein.rutgers.edu/business/grant/