**No-Cost Time Extension Request Form**

**North Dakota State University**

**Sponsored Programs Administration**

**Address:** 1735 Research Park Drive **E-mail:** ndsu.research@ndsu.edu

Dept. 4000 – PO Box 6050 **Phone:** 701.231.8045

Fargo, ND 58108-6050 **Fax:** 701.231-8098

***Submit completed form to:*** [**ndsu.research@ndsu.edu**](mailto:ndsu.research@ndsu.edu)

|  |  |
| --- | --- |
| 1. **PI Name:** |  |
| 1. **NDSU Award Number:** |  |
| 1. **Sponsor Award Number: (if applicable)** |  |
| **4. Award Title:** |  |
| **5. Sponsor Name:** |  |
| **6. Current end date:** |  |
| **7. New Requested end date:** |  |
| **8. Justification to sponsor for the time extension:** | |
|  | |

Unless other procedures are required by the sponsor, use this form to request a no-cost extension on a grant. As a general guideline, requests for a no-cost extension should be submitted at least 30 days prior to the grant's end date, unless the sponsor, such as NSF, requires an earlier submission.  Justification for the request should reference remaining work to be completed in accordance with the approved work plan.  Having funds remaining at the end of the expiration date is not an acceptable justification.

Please see the SPA website for more information on [No-Cost Time Extensions](https://www.ndsu.edu/research/for_researchers/managing_an_award/#c592335).