



ADVANCING A HEALTHIER WISCONSIN

## Research and Education Program

### NOTICE OF REVISION TO THE NO-COST EXTENSION POLICY

**Notice Number:** AHWREP 1.2014.2

#### **Key Dates**

Release Date: January 1, 2014

#### **Issued By**

Advancing a Healthier Wisconsin Research and Education Program (AHW REP)

#### **Purpose**

The AHW REP has revised its no-cost extension policy. The revised no-cost extension policy is provided below.

AHW Research and Education Program (REP) awards/projects not expecting to complete activities prior to the approved end-date may apply for a 12-month no-cost extension and use of unexpended funds. No additional funds will be obligated by the AHW Research and Education Program. Requests for a second 12-month no-cost extension will only be considered under exceptional circumstances.

No-cost extension requests may be submitted to the AHW REP office up to and including the last day of the approved award/project end-date. **Extension requests submitted after the award/project end-date will not be considered.** If a no-cost extension request is received less than 30 days prior to the award/project end-date, funds may not be available after the award end-date until a final determination is made. During this period, personnel costs related to work performed can remain on the award/project, but non-personnel expenses will be limited.

Requests for no-cost extensions must include the following: (1) a justification for why additional time is needed to ensure adequate completion of the originally approved project, (2) how the additional time will be used to complete the work, and (3) how the remaining funds will be used. The fact that unexpended funds remain at the approved end-date is not, in itself, a sufficient justification for a no-cost extension request.

No-cost extension requests for primary and parent awards are reviewed monthly by the AHW REP Research and Education Advisory Committee (REAC). After review and approval from the parent award PI, sub-award No-Cost Extension Requests are reviewed by the AHW REP with a final decision made by the AHW Director, unless the AHW Director considers the no-cost extension requests to be exceptional and would merit from REAC discussion. In addition to the No-Cost Extension Form, the original approved award proposal, annual progress reports, and other award documentation may be reviewed when making a determination.