

**Research and Education Program**

*No-Cost Time Extension Request*

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.

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| 1. **Award/Project Information** | | |
| **Title:** | | |
| **Project Number:** | | **eBridge Funding Proposal #:** |
| **PI’s Name:** | | **PI’s Department:** |
| **PI’s Department Administrator:** | | **Phone:** (   )     - |
| **Project Start Date:** | **Project End Date:** | |
| **Name of PI’s Department Chair:**  **Approval from the PI’s Department Chair has been obtained:**  Approval email is attached  **OR**  Signature of Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Is this award a sub-award:**  Yes\*  No (If no, skip to section II).  \*Please contact your parent award regarding their specific sub-award no-cost extension policies. Some parent awards do not allow no-cost extensions.  **Please provide the parent award number:** | | |
| **Name of Parent Award PI:**  **Approval from the PI of the parent award has been obtained:**  Approval email is attached  **OR**  Signature of Parent Award PI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| 1. **No-Cost Extension Request Information** |

**Step 1:** Provide a summary of the approved award goals and objectives:

**Step 2:** Explain what has been accomplished to-date for each goal and objective:

**Step 3:** Explain what has yet to be accomplished and the reason it wasn’t accomplished according to the original proposed timeline (must illustrate extenuating circumstances).

**Step 4:** Explain how the extension will be used to complete the award.

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| 1. **Budget Information** |

Does the no-cost extension require a carry forward of unspent funds from previous fiscal years and/or the reallocation of expenses between the budget categories (personnel, program supplies/services, equipment, subcontracts, and/or travel)?

No If not, please work with your department administrator to access a screen shot of the current project resource status view in Oracle. Submit the oracle resource status view screenshot and your completed request to the AHW REP [ahw@mcw.edu](mailto:ahw@mcw.edu). [Click here for instructions on how to access a current Project Resource Status view in Oracle.](http://ahwendowment.org/AHW1/REPDocumentsForms/OracleNavigationtoProjectStatusScreenshot.pdf)

Yes If so, please work with your department administrator to access and attach a screen shot of the current project resource status view in Oracle AND complete the budget table in the next section. Once the budget table and justification sections are complete, submit the oracle resource status view screenshot and your completed request to the AHW REP [ahw@mcw.edu](mailto:ahw@mcw.edu). [Click here for instructions on how to access a current Project Resource Status view in Oracle.](http://ahwendowment.org/AHW1/REPDocumentsForms/OracleNavigationtoProjectStatusScreenshot.pdf)

**BUDGET TABLE INSTRUCTIONS:**

**Carryforward ONLY:** To request the carryforward of unspent funds from previous fiscal years, complete columns C, D, and H. The values for Column C of the budget table should be taken from the project’s resource status view in Oracle (i.e the budget column).

**Carryforward AND Rebudget:** To request the carryforward of unspent funds from previous fiscal years, complete columns C and D. The values for Column C of the budget table should be taken from the project’s budget column in the resource status view in Oracle. Work with your department administrator to access a screen shot of the current project resource status view in Oracle and **attach it to the no-cost extension request.** [Click here for instructions on how to access a current Project Resource Status view in Oracle.](http://ahwendowment.org/AHW1/REPDocumentsForms/OracleNavigationtoProjectStatusScreenshot.pdf) Next, to rebudget funds between categories, complete columns F and H. Make sure to indicate reductions as negative numbers.

**Rebudget ONLY:** To rebudget funds between categories, complete columns C, F, and H; Make sure to indicate reductions as negative numbers. The values for Column C of the budget table should be taken from the project’s resource status view in Oracle (i.e. the budget column). Work with your department administrator to access a screen shot of the current project resource status view in Oracle and **attach it to the no-cost extension request.** [Click here for instructions on how to access a current Project Resource Status view in Oracle.](http://ahwendowment.org/AHW1/REPDocumentsForms/OracleNavigationtoProjectStatusScreenshot.pdf)

**\*\*The justification in the budget table must address the following:**

* For all changes, the specific benefit provided to the project by the proposed change(s) should be outlined.
* If requesting carryforward of funds, the reason why funds are still available to carryforward (i.e. why they were not spent).
* If requesting a rebudget, (1) for the budget catergory reduced, explain how the project goals can still be met, and (2) for the budget category increased, explain why funds were not initially budgeted for the associated expenses.
* If there is a personnel change, indicate the position, change in percent effort, change in salary, etc.

***\*By completing and submitting this form, you are attesting that the information provided is accurate and complete and that the funds being requested are not supplanting funds or resources available from other sources.***

***\*\*For more information on managing your AHW REP award, please see the AHW Research and Education Program Award Administration Manual: https://ahwendowment.org/AHW/Funding-Center/***[***Partner***](https://ahwendowment.org/AHW/Funding-Center/Partner-Portal.htm)***-Portal.htm.***

**BUDGET TABLE-** Please carefully follow the instructions on the previous page when completing the budget table below.   
When completing the table you may need to click out of a cell into another cell to activate the auto-calculations.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F\*** | **G** | **H** |
| **Natural Account** | **Natural Account Description** | **Current Cummulative Budget** | **Carryforward Request (s)** | **Revised Budget** | **Re -Budget Between Categories** | **NEW**  **Proposed Budget** | **Justification\*\*** |
|  | Salaries | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | Fringe Benefits | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | **Personnel Total** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |  |
|  |  |  |  |  |  |  |  |
| 601100 | Supply | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 620000 | Subcontract(s) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 700100 | Travel | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
| 710100 | Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |  |
|  | **Direct Expense Total** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |  |
|  |  |  |  |  |  |  |
|  | **Grand Total** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
|  | |  |  |  | **Must Equal Zero** |  |