Finance & Operations Policy FO-ORA-10
No Cost Extension Policy

Sam Houston State University (SHSU) will adhere to federal and non-federal sponsor’s guidelines for requesting no-costs extensions in accordance with Uniform Guidance.

The PI must make a request to the Office Research Administration (ORA) to extend the project period when sponsor approval is not needed. The request must provide reasonable justification for the requested action. The ORA will review the request for compliance with the sponsor's specific rules governing administrative changes and relevant University policies, and will provide institutional approval for the request.

Reviewed by:  TSUS (03/20/2013)
            Cabinet (01/22/2013)
            Susan Hurley, Research Administration Manager, (7/23/2018)
            Amanda Withers, Controller (7/23/2018)

Next Review:  As needed
PROCEDURES TO POLICY FO-ORA-10

PIs may request an extension of a project that is nearing its end. PIs seeking to obtain no-cost extensions for projects that do not require sponsor approval must coordinate with the ORA.

If sponsor approval is required, then the Office of Research and Sponsored Programs (ORSP) will process the request per Sponsor guidelines.

Projects with remaining funds left on the grant at the time of expiration will not be a sufficient justification for an extension of a project. No-cost extensions are generally appropriate under the following conditions:

- Additional funds are not required from the sponsor
- The project’s original scope of work will not change
- Additional time beyond the established expiration date is required to ensure adequate completion of the approved project
- The extension is necessary to permit an orderly phase-out of a project that will not receive continued support

1. The PI and the ORA will follow the sponsor’s requirements for requesting no-cost extensions.

2. The PI is required to coordinate with the ORA to determine whether or not the sponsor requires approval of requests.

3. All no-cost extension requests must be coordinated with the ORA for review and to obtain sponsor approval.