

Requests for Carryforward and No Cost Extensions

Grace Liu, J.D.
Associate Director, Sponsored Programs (Awards)

Carryforward Requests

- ▶ Provide grant number and PI name
- ▶ Amount of funds to be carried over (direct and indirect)
- ▶ Identify any funds that were restricted
- ▶ Provide an explanation for the unobligated balance, if there are supplements, break out balance by parent and each supplement
 - ▶ Why weren't funds spent in current budget year?
 - ▶ Explain why work cannot be accomplished through rebudgeting
 - ▶ Explain how work will be impacted if carryforward is not allowed
 - ▶ Include expenditure plan with description of future activities

Carryforward Requests, cont'd.

- ▶ Make sure all required progress reports are submitted to sponsor
- ▶ SPO has to make the request. Work with your analyst early in the process.

Request for No Cost Extension

Actual correspondence received from sponsor when requesting a second no-cost extension:

1. A justification for the additional no cost extension. Please note: per the extension policy, extensions will not be approved simply for the purposes of the enabling the recipient to use unobligated balances.
2. A revised timeline for the project. Be sure to include the activities that have been completed to date under this award along with their date of completion, as well as, the activities that have yet to be completed along with their estimated date of completion.
3. A balance of funds remaining by cost category (e.g., \$XXX,XXX remaining in Personnel, \$XX,XXX remaining in Fringe Benefits, \$XXX remaining in Travel, \$XX,XXX remaining in Contractual, \$XX,XXX remaining in Other, and \$XXX,XXX remaining in Indirect Cost).