

**No Cost Extensions:**

The WFRP can grant up to two No Cost Extensions (NCEs) after the originally proposed project time frame. After two years, unused project funds will be returned to the program for reallocation.

An initial 12-month extension can be granted when additional work remains to be completed due to delays from technical or staffing issues and there are still sufficient funds to complete the work.

The request must be made 60 days prior to expiration to allow enough time for campus accounting systems to be updated. A request must include a brief summary of the work completed and the work that remains unfinished. One-year requests are administratively approved.

For a 2nd extension, written requests must be submitted 60 days prior to expiration. The request must contain, at a minimum, the following information:

- The length of the additional time required to complete the project objectives and a justification for the extension;
- A detailed summary of the progress to date;
- An estimate of the funds expected to remain unobligated on the scheduled expiration date;
- A projected timetable and budget detailed enough to show how funds will be used to complete the portion(s) of the project for which the extension is being requested. This should include identifying staff working on the project and % effort, major analytical costs, subcontracts, etc.

This material will be provided to the WFRC for concurrence.

If two years after the original project termination date the work has still not been completed and the funds not expended and PI still intends to complete the work, the remaining scope of work and budget can be resubmitted to the WFRP for review and approval as a new award.