

Sponsored Program Extensions:

Grants and Contracts Accounting sends out end of award notices 60 days prior to the end of the award. This notice allows the principal investigator time to ensure whether the work can be completed according to the original schedule or whether an extension of time will be necessary.

If it becomes necessary to extend a grant or contract beyond the original termination date, the following courses of action may be taken:

1. If sponsor approval and notification is required, a formal request and justification must be submitted to the Office of Research Administration (ORA) in writing. ORA will then submit the request to the sponsor. Upon sponsor approval, a copy of the approval notice will be delivered to ORA and forwarded to Grants and Contracts Accounting. Extension requests should be submitted no less than 45 days prior to the end of the award to allow time for sponsor approval.
2. If sponsor approval or notification is not required, a request with justification must be submitted to ORA for approval and processing. Extension requests should be submitted no less than 15 days prior to the end of the award.

To ensure that there is no interruption to the fiscal management of the award an ECAV requesting an extension to the award should be sent to Grants and Contracts. The ECAV request must include a copy of the extension request documentation sent to ORA. Additionally, the ECAV will be valid for no more than 90 days. If an extension has not been received at that time, the project will be frozen and additional costs will not be allowed on the award.

Clinical Trials:

Clinical trial end dates can only be extended beyond the agreement end date with appropriate current IRB, IACUC and sponsor approval. If all patient follow-up has been completed, the clinical trial agreement has ended, or IRB has been inactivated, then the award (C account) must be closed and no extensions can be approved by ORA.

Clinical trial extensions should not be requested for anticipated deposits, outstanding cost transfers, or to pay sporadic administrative invoices. Please note costs on these invoices need to occur within the time period of the award. If deposits or invoices need to be processed 60 days beyond the study end date, please contact Grants and Contracts Accounting.