

No-Cost Extension Request

The Foundation for Food & Agriculture Research (FFAR) understands that research does not always proceed according to plan. If grant activities will not be completed during the approved project timeline, this document describes how to request a No-Cost Extension.

FFAR grants and cooperative agreements are awarded under a project period system. A project may be approved for multiple years, usually 3-5 years, and is generally funded in annual increments, known as budget periods. With rare exceptions, budget periods are 12 months in duration. FFAR expects that grantees complete award requirements by the project period end date; however, a one-time No-Cost Extension may be requested if the action is not prohibited in the grant agreement. The Director of Grants Management can approve up to 6 additional months, but no additional funds are awarded to complete the funded tasks. The Director of Grants Management must approve a No-Cost Extension.

Limitations

A No-Cost Extension Request will not be approved if the sole purpose of the request is to expend remaining funds. Grantees cannot request No-Cost Extensions if the award project period end date has expired.

Requesting an Extension

To ensure timely processing of a revised award action, grantees should request a No-Cost Extension at least 45 days prior to the end of the project period. Grantees should submit the request in a letter on official grantee letterhead that includes the following information:

1. Date of request
2. Principal Investigator or Project Director name, Project Title and Grant ID
3. Point of contact – name, phone number and email address
4. Amount of additional time requested
5. Reason(s) project could not be completed
6. Description of the activities that will be completed during the proposed extension
7. Timeline for completion of proposed activities, including time necessary to close-out the award and submit all final requirements to FFAR



8. For late requests, a justification for missing the deadline
9. Explain the effect a denial of the request will have on the project
10. Two signatures – Authorized Signing Official and Project Director/Principal Investigator

Grantees must submit No-Cost Extension requests through our [Grants Management System](#).