



A no-cost extension allows for additional time to complete project objectives without additional funds obtained from the sponsor. No cost extensions may not be requested or made for the sole purpose of expending remaining funds.

To request approval for a no-cost extension, please complete the following information and forward to Sponsored Program Administration at least 30 days prior to the original end date of project:

Principal Investigator:

Department:

Telephone and E-mail:

WSU Index:

Current End Date:

Sponsor Name/Award Number:

REQUIRED: 1. Justification for extension (remainder of funds is not valid reason) 2.Unobligated balance and plans for use.

If this extension will result in a change in effort for any key personnel on the project, please include the information below. This may require agency approval if the change in effort is 25% or greater.

Cost Share: Yes No

If yes, provide funding source index:

Signatures:

Principal Investigator

Department Chair/Director

SPA Approval