



## No Cost Extension Request

This document describes the procedures that must be followed when a grant recipient determines that their activities will not be completed during the approved project period. A no-cost extension requires prior approval from the Research Committee Chair.

A project may be approved for multiple years and is generally funded in annual increments known as budget periods. The research committee expects that grant recipients will complete all requirements of an award by the project date; however, a one-time no cost extension may be requested as long as the action is not prohibited in the recipient's terms and conditions. Additionally, the request should not be submitted for the sole purpose of expending remaining funds – such request will not be approved. No-cost extensions cannot be processed under expanded authority if the award project period end date has expired.

### **NATA Foundation Notification:**

To ensure timely processing of a revised award action and orderly accomplishment of activities, a no cost extension should be requested at least 60 days prior to the end of the project period by sending a request on official agency letterhead that includes the following:

1. Date
2. Grant recipient name and grant number
3. Point of contact: name, phone number, email
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 the NATA Foundation
8. For late request, a justification for missing the deadline
9. Explain the effect a denial of the request will have on the program
10. Signatures of the Authorized Representative and Principal Investigator

Please send the **No Cost Extension Request** via mail or email to:

NATA Foundation  
1620 Valwood Parkway, Suite 115  
Carrollton, TX 75006  
[KathrynI@nata.org](mailto:KathrynI@nata.org)



## No Cost Extension Request Template

Date: \_\_\_\_\_

The NATA Foundation  
ATTN: Jennifer E. Earl Boehm  
1620 Valwood Parkway, Ste 115  
Carrollton, Tx 75006

Re:  
No Cost Extension

Dear Research Committee Chair:

This letter is to request a no-cost extension for the Notice of Award listed above.

If you have any questions regarding this request, please feel free to contact.

Sincerely,

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Principal Investigator

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Authorized Representative