

**Sample No Cost Extension Letter**  
(Use for Non-Federal grants)  
(Must be typed on Washington University Letterhead)

*Date*

*Name and Address of the Agency*  
*Grant Administrator (if known)*

Re: No Cost Extension of Grant *(fill in grant number including current year)*

Dear *(fill in name of Grant Administrator)*:

We would like to request a *(fill in number of months, can be up to twelve)* no cost extension for *(fill in PI's name)*. If approved, the new ending date is *(fill in the new date)*.

*(Provide a detailed paragraph on why the no cost extension is required. Examples:*

*1. Renewal pending 2) There is a delay because unable to hire a technical assistant 3) Unable to complete the project because waiting for a piece of equipment.)*

Should you have any questions, please do not hesitate to contact me at *(fill in PI's phone number or department administrator's phone number)*.

Sincerely,

*(fill in PI's name & title for signature)*

Teri Medley  
Director of Grants, Office of Sponsored Research  
Services

**Procedures for Processing a No Cost Extension Letter**

1. Submit the original and one copy of the letter signed by the PI and department head to OSRS-Grants.
2. OSRS-Grants will review, approve and obtain institutional signature then call department for pick-up.
3. Most agencies must receive the no cost extension letter no later than 30 working days before the end of the project period. Please allow sufficient time (3 days) for internal processing and mailing.

# No Cost Extension Request Sample

**Clifford Lane**



**No Cost Extension Request Sample:**

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