

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

Liyong Dong



No Cost Extension Request Sample:

The Enigmatic Realm of **No Cost Extension Request Sample**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **No Cost Extension Request Sample** a literary masterpiece penned by way of a renowned author, readers set about a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

<https://crm.avenza.com/public/detail/Documents/nyc%20track%20worker%20study%20guide.pdf>

Table of Contents **No Cost Extension Request Sample**

1. Understanding the eBook **No Cost Extension Request Sample**
 - The Rise of Digital Reading **No Cost Extension Request Sample**
 - Advantages of eBooks Over Traditional Books
2. Identifying **No Cost Extension Request Sample**
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an **No Cost Extension Request Sample**
 - User-Friendly Interface
4. Exploring eBook Recommendations from **No Cost Extension Request Sample**
 - Personalized Recommendations
 - **No Cost Extension Request Sample** User Reviews and Ratings
 - **No Cost Extension Request Sample** and Bestseller Lists

5. Accessing No Cost Extension Request Sample Free and Paid eBooks
 - No Cost Extension Request Sample Public Domain eBooks
 - No Cost Extension Request Sample eBook Subscription Services
 - No Cost Extension Request Sample Budget-Friendly Options
6. Navigating No Cost Extension Request Sample eBook Formats
 - ePub, PDF, MOBI, and More
 - No Cost Extension Request Sample Compatibility with Devices
 - No Cost Extension Request Sample Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of No Cost Extension Request Sample
 - Highlighting and Note-Taking No Cost Extension Request Sample
 - Interactive Elements No Cost Extension Request Sample
8. Staying Engaged with No Cost Extension Request Sample
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers No Cost Extension Request Sample
9. Balancing eBooks and Physical Books No Cost Extension Request Sample
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection No Cost Extension Request Sample
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine No Cost Extension Request Sample
 - Setting Reading Goals No Cost Extension Request Sample
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of No Cost Extension Request Sample
 - Fact-Checking eBook Content of No Cost Extension Request Sample
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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