

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

M Tight



No Cost Extension Request Sample:

Reviewing **No Cost Extension Request Sample**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**No Cost Extension Request Sample**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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No Cost Extension Request Sample Introduction

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