



Extension Request Form

Policy RA90 - an extension request must be submitted before the Hold Close Date expires, within the post-award period (usually 60 days after the End Date). If the sponsor requires a closeout period of less than 60 days, the post-award period is 30 days or less. During this period, the Principal Investigator (PI) and Business Area (BA) will confirm that all costs incurred within the period of performance and reflected accurately in SIMBA.

"If a project is not ready to close, the PI & BA must contact the sponsor to seek a no-cost extension (NCE)."

Grant#	
Sponsor	
Award#	
Specific IO(s) (Enter if not updating all IOs on grant)	

Select one date:

Hold Close date, Posting or removing costs for closeout Please check if the adjustment involves labor

End date, Pending No-Cost Extension (NCE)
(Standard 90 days will be given for Pending Extensions. Grant status will be changed to Pending- Dept Guarantee)

End date, Budget revisions

	Current Date	Request date
Hold Close date		
End date		

Comments

By requesting this change, the BA accepts responsibility for disallowed costs as a result of date extension.
We confirm & acknowledge the following:

- The BA has consulted with the sponsor regarding receipt of a late final invoice or report
- The BA accepts responsibility for a rejected invoice with disallowed costs
- Research Accounting is allowed 30 days to submit the final reimbursement request and/or final financial report once the status has changed to *Closing - Research Accounting*

<u>Approval Signature(s)</u>	<u>Date</u>
_____	_____
_____	_____

Save as a pdf file and email to Res-Acct@psu.edu
 Subject line = "Extension Request Form: Grant # _____"

Research Accounting
Extension Request Instructions

Policy RA90 - the closeout period begins 60 days prior to the project End Date. Starting in the pre-closeout period, Research Accounting will send a Closeout Report to the Business Area (BA).

"If the project is not ready to close, the principal investigator (PI) must contact the sponsor to seek a no-cost extension".

The post-award period ends when the Hold Close date expires, usually 60 days after the End Date. If the sponsor requires a closeout less than 60 days, the period is 30 days or less.

- Regardless of the length of the post-award period, Research Accounting is allowed 30-days to submit the final financial report and/or final reimbursement request.
- The BA confirms that all costs incurred within the period of performance and adjustments are completed.

Date extension requests (Hold Close) must be submitted during the post-award period, before the Hold Close date expires.

Hold Close date expires, the SIMBA grant status changes to **Closing / Research Accounting**, which authorizes Research Accounting to submit the final reimbursement request and/or final financial report.

Extension request guidelines:

- Submitted prior to the Hold Close Date expiring
- BA accepts responsibility for a rejected invoice with disallowed costs
- The BA has consulted with the sponsor regarding receipt of a late final invoice or report
- Research Accounting is allowed 30 days to submit the final reimbursement request and/or final financial report once the status has changed to **Closing / Research Accounting**

If the costs are adjusted sooner than expected, the BA should instruct Research Accounting to change the SIMBA status to **Closing / Research Accounting**