

UNIVERSITY OF ALASKA SOUTHEAST

Information Manual for Research and Other Sponsored Projects *Updated: October 2007*

BG 7: Closeout and No Cost Extension

Project Closeout

The Budget and Grant Office will prepare all final financial reports as required by the funding agency. It is the school's/department's responsibility to file intellectual property (IP) /inventions reports, equipment reports, and final technical reports. These documents are to be submitted to the funding agency directly by the school/department, with a copy to Budget and Grant Office of the IP and equipment forms, and a copy of the transmittal letter for the technical report. Upon request, the Budget and Grant Office will assist the school/department in filing project reports if financial data is required for the narrative. For information and helpful checklists on project closing, see Chapter 13 (p. 33) of this manual.

No Cost Extensions

All requests for a no cost time extension to current awards must be processed, at a minimum of **no later than 30 days prior to the end date of the project** for agencies that do not have electronic extension capability, and **10 days prior to the project end date** for those agencies that do have electronic extension capability. A copy of the extension request must be sent to the Budget and Grant Office, along with sufficient scientific or programmatic justification for the extension.

Where UAS has expanded authority please communicate via signed communication to Budget and Grants Office the request for a no cost extension.

No requests for time extension will be processed after the award end date has passed. However, where the agency has shown a willingness or need to extend the award after the end date, the Budget and Grant Office will work with the agency to effect the change.