

TEMPLATE LETTER

(To be printed on department letterhead)  
No Cost Extension Request

*Note: This template serves as general guidance only for preparing a no cost extension request and identifies the key points sponsors typically look for in assessing such a request. Some sponsors may require more or less information.*

Date

Grant Specialist Address

**RE:** Request for no cost extension to < *Agreement/Award No./ Project Title* >  
**PI:** *PI Name*

Dear *Grant Specialist Name*,

I wish to request a no cost extension of XX months for the above referenced award.

***Clearly explain why the extension is necessary – including any unusual program delays that may have occurred.***

A revised end date of *specify new end date* would allow us to ***explain how the extension would benefit the project.***

The current balance of the award is XXXXX. ***Explain how the funds will be used to meet the originally proposed project's aims and goals. If the balance is greater than 25% of the award, explain the large balance and associate with significant program delays.***

***If the project involves compliance review such as IRB, IACUC, or IBC – confirm that all protocols are current.***

Thank you for your time and consideration. Should you have any questions or concerns regarding this request, please feel free to contact me, or the Office of Sponsored Projects at [815-753-1581](tel:815-753-1581)/[asosp@niu.edu](mailto:asosp@niu.edu).

Sincerely,

PI Name  
Title

Dr. David Stone  
Associate Vice President for Research  
Authorized Institutional Official

CC: Program Officer