**EXAMPLE**

Name date

title

agency

address

city,state,zip

RE: (Agency award # and GTS Project #))

Dear:

I would like to request a (specify months or give actual date), no-cost extension/ and/or carry forward of funds in support of my (name agency) project entitled “ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” which was funded for the period  (start date) to (end date).  To date, I have spent approximately $ \_\_\_\_ of the funds.

\*(Please offer a brief explanation of why the funds were not spent and/or why time is needed)

If you have any questions regarding this request, do not hesitate to contact me.  Thank you for your time and consideration.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.I. Name and Signature                            Agency Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANR Contracts & Grants Office Name, title                  date

Request Instructions:

Please follow these steps when making a no cost time extension request and then forward it to [either](mailto:awards@ucdavis.edu) the sponsor or UC ANR Contracts and Grants at least 60 days in advance of the end date of the award.

We ask that the PI prepare a formal request addressed to Sponsor (both program officer and contracts point of contact, if known) either by email or in letter format on ANR letterhead that includes the following key points:

* Justification for the need of the no-cost time extension –( i.e. – how does the extension benefit the project.)
* How much time is necessary for the extension: i.e. 6, 9, 12 months.

•  Please identify the remaining balance of awarded funds.

Should you have any questions please feel free to contact your UC ANR C&G analyst.