**TO**: Office of Research

**Date**: Month, Day, Year

**Sponsor Grant/Contract/Proposal Number**:

**UNO Project Grant Number**: 00001000000\_\_\_\_\_\_ or Speed Type: \_\_\_\_\_\_\_\_

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Period**: XX/XX/XXXX through XX/XX/XXXX

M/D/Year M/D/Year

**RE: Internal Request for No-Cost Extension**

I would like to extend this project until *(requested end date). (****PLEASE PROVIDE*** *a clear justification statement, summary of progress to date, and timetable for completion.)*

If additional information is required, please contact me by telephone at *(phone number)* or email at (*XX@uno.edu*). Thank you for your consideration of this request.

I understand that each sponsor is different and that once internal approval is received, the individual sponsor requirements for a no-cost extension will also have to be met. In requesting the extension, I agree to ensure all past progress/technical reports are on file and will assume responsibility for all pending and future reporting requirements associated with the award. Thank you for your consideration of this request.

Sincerely,

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

*Name of Principal Investigator*

Department of XX

Approved by:

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

Matthew A. Tarr

Vice President for Research & Economic Development

University of New Orleans