



## **WATER RESEARCH FOUNDATION NO-COST EXTENSION POLICY (Revised 02/05/2013)**

The purpose of this No-Cost Extension policy is to set forth requirements and conditions under which the Water Research Foundation considers and approves no-cost extensions for ongoing research projects. A no-cost extension is an extension of the project's contractual schedule without an associated change in Foundation funding level for the project.

As a member-supported organization, the Foundation must produce results that are both applicable and timely. The Foundation and its contractors have a responsibility to adhere to the negotiated project schedule. It is the researcher's responsibility to recognize and inform the Foundation of circumstances that warrant a no-cost extension, and is the Foundation's responsibility to consider legitimate requests for no-cost extension promptly and consistently. Researchers who are late in submitting project deliverables without an approved no-cost extension are subject to the provisions of the Foundation's Timeliness Policy.

### **No-Cost Extension Requests**

The PI or other authorized representative of the contractor is required to submit a written request to the Foundation for approval of any project extension. The request must specify length of the extension being requested and the reason(s) that the extension is being requested. Legitimate reasons for no-cost extensions must be beyond the control of the contracting organization and reasonably foreseeable at the time the original project schedule was established. The requests should be submitted as soon as the need is recognized and the schedule impact can be estimated.

The Foundation will negotiate no-cost extension requests promptly and in good faith. If approved, the project contract will be amended to incorporate the agreed-upon schedule extensions.

### **No-Cost Extension Limitations**

Regardless of the number of extensions granted, the project schedule will not be exceeded more than nine months beyond the original contracted schedule. Variances to this limitation must be approved by the Foundation.

For projects fully or partially funded with federal funds, the submittal date for the project's final report package (i.e. complete and ready for publication) will not be extended past six months prior to the federal funding expiration date and will require prior approval.