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## **NO-COST EXTENSION POLICY (Revised 02/03/2025)**

The No-Cost Extension policy aims to set forth requirements and conditions under which The Water Research Foundation (WRF) 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 WRF's funding level for the project.

As a member-supported organization, WRF must produce results that are both applicable and timely. WRF and its contractors are responsible for adhering to the negotiated project schedule. It is the contractor's responsibility to recognize and inform WRF of circumstances that warrant a no-cost extension and it is WRF's responsibility to consider legitimate requests for no-cost extensions promptly and consistently. Contractors who are late in submitting project deliverables without an approved no-cost extension are subject to the provisions of WRF's [Timeliness Policy](#).

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

The principal investigator or other authorized representative of the contractor is required to submit a written request to the WRF Research Manager overseeing the project for approval of any project extension. The request must specify the length of the extension 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.

WRF 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 exceed more than nine months cumulatively beyond the original contracted schedule. Variances to this limitation must be approved by WRF. 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. If you have any questions, please contact the WRF Research Manager overseeing the project or Dr. Kenan Ozekin, Chief Research Officer ([kozekin@waterrf.org](mailto:kozekin@waterrf.org) or 303.734.3464).