**PURPOSE**: To request a temporary extension to allow expenditures to be charged *in advance of* receipt of the official award modification that will formally extend the period of performance and if applicable, issue incremental funding.

**RESPONSIBILITY**: Principal Investigator, Office of Sponsored Programs (OSP), Office of Contract and Grant Accounting (OCGA), Department Business Manager, Deans and Directors.

**OBJECTIVE**: To mitigate risks associated with UMBC incurring expenditures for projects without an official contract or grant action in place. No sponsored research should be performed without the proper approvals of UMBC management. In the event UMBC does not receive the anticipated grant or contract modification and expenses have been charged, the originating unit is fully responsible for any charges made beyond the previously established obligated end date.

##### ****PROCEDURE****

1. **Determine Need for Temporary Award Extension**: The Principal Investigator and Department Chairperson or direct reporting line shall preliminarily determine if it is in the best interest of UMBC to proceed with work in advance of an expected contract or grant extension. The request should only be made if contract or grant award modification is imminent and a delay in processing would harm the objectives or mission of the program.
2. **Temporary Award Extension Request Form**: The request form below must be completed by the Unit’s Business Manager and be approved by the Principal Investigator, Department Chair or equivalent, and Dean or reporting line. Upon completion and approval, the request form should be submitted to OSP for review and submittal to OCGA.

1. **OSP Management**: OSP Manager will receive and review the request. If acceptable, OSP will then update the obligated end date of the current award in Kuali. The award status will remain as “Active.” OSP will attach a copy of the Temporary Account Extension Request Form in Kuali and will send out notifications through Kuali identifying the award action as “Temporary Award Extension.”
2. **OCGA:** OCGA will update the project period in PeopleSoft and follow the same procedure as in regularly received awards action notices.
3. **OCGA Monitoring:** OCGA will monitor the expenses on the project for a ninety (90) day period; if no official notice of award action has been received, OCGA may freeze or close the project after consultation with OSP. Ultimate responsibility for managing dollar limitations on expenditures resides with the administrative unit.
4. **OSP Management**: Follows-up on award extension. Notice of Modification was received within ninety (90) days?

**Yes –** Notice of Modification was received within ninety (90) days from date of project creation. OSP will process the award. OSP will notify OCGA and Administrative Unit the Award Modification has been received.

**No** - Notice of Award was *not received* within ninety (90) days, OSP who will then contact the Administrative Unit**. (NOTE: Temporary Account Extensions cannot exceed ninety (90) days beyond the initial obligation end date. After that Period, a request to extend the end date again is required)**

1. **Deficits:** In the event of any financial deficit resulting from failure of UMBC to receive the contract or grant modification, the Department or Unit performing the effort will immediately remove all expenditures beyond the original, obligated end date.An unrestricted unit chartstring must be provided to cover any costs that are not allowed after the award is finalized.

For questions regarding requesting Pre-Award Projects, please contact your OSP Manager or [OSPA@umbc.edu](mailto:OSPA@umbc.edu).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Temporary Award Extension Request Form** | | | | | |
| **Is a new PS project required for incremental funding (carryover restrictions, etc)?:  Yes  No**  **If Yes, STOP and complete the** [**Pre-Award Request**](https://umbc.app.box.com/embed/s/vgy935qnfj3gm7q0019hc7gvqmqn2ck1?sortColumn=date&view=list%22%20width=%22500%22%20height=%22400%22%20frameborder=%220%22%20allowfullscreen%20webkitallowfullscreen%20msallowfullscreen%3E%3C/iframe%3E) **form instead** | | | | | |
| **Date:** | | | **Requestor Name:** | | |
| **Lead Unit #:** | | | **Lead Unit Name:** | | |
| **PI Name:** | | | **Award Title:** | | |
| **Sponsor:** | **Sponsor Contact Name, Email and Phone:** | | | | |
| **Anticipated Award Modification:**  **No-cost Extension** **Incremental Funding** | | | **Kuali Award ID #:** | | **PS Project #:** |
| **Anticipated Award End Date:** | | **Total expected funding for budget period: $** | | **Requested expenditure ceiling (cannot exceed 20% of the budget period): $** | |
| **Temporary extension end date:(no more than 90 days after initial obligated end date):** | | | | | |

|  |  |
| --- | --- |
| To continue this project (award), it will be necessary for the Project Director/Principal Investigator to extend this project number prior to receipt of actual award modification. I understand the originating unit is fully responsible for any charges made to the account number, if for any reason this award modification does not materialize. I understand this project extension is only valid for the time period indicated above. | **Unit Chartstring *(to be charged if final award document is not received)*** |
| **Project Director/PI Name:** | **Phone:** \_\_\_\_-\_\_\_\_-\_\_\_\_ |
| **Signature:** | **Date:** |
| **Department /Center Director Name:** | **Phone:** \_\_\_\_-\_\_\_\_-\_\_\_\_ |
| **Signature:** | **Date:** |
| **Dean or Reporting Line Name:** | **Phone:** \_\_\_\_-\_\_\_\_-\_\_\_\_ |
| **Signature:** | **Date:** |
| **Office of Sponsored Programs Name:** | **Phone: \_\_\_\_-\_\_\_\_\_-\_\_\_\_** |
| **Signature:** | **Date:** |