

ARD Guidelines

Requests for No-Cost Extensions & Budget Reallocations

May 2016

All requests for no-cost extensions or budget reallocations should be emailed to Deb Hamernik with the following information. Failure to follow these guidelines may result in a delay in approving these requests.

No-Cost Extensions

Policy note: Requests for a no-cost extension must be for \$5,000 or greater (i.e., ARD will not approve requests to carry forward \leq \$5,000 remaining funds)

Format (one page limit)

- 1) Requested new termination date
- 2) Estimate of remaining funds
- 3) Justification for why the funds were not spent during the current year
- 4) General description of progress completed and work that remains to be done (by objective)
- 5) Timeline (with key milestones) for finishing the project and plans for spending the remaining funds

Budget Reallocations

Policy note: ARD expects funds to be spent as described in the budget in this application. If significant changes are needed to the proposed budget or the plan of work, ARD must approve these changes as soon as possible.

Format

- 1) A spreadsheet that lists, by category (e.g., salaries, supplies, travel, publications, other), the ARD-approved original budget in the grant application, spent budget, remaining budget and proposed budget revisions.

Example:

	Approved Budget	Expenditures	Remaining Budget	Proposed Revisions
Salaries				
Supplies				
Travel				

- 2) Justification for why the requested changes to the budget are needed (e.g., could not find a student to start the project on time, additional funds were available from other sources for supplies or travel, etc.). The justification should also include a timeline for spending the remaining funds.

Questions may be directed to Associate Dean, Deb Hamernik (DHamernik2@unl.edu) in the Agricultural Research Division (402-472-2045).