ARD Commodity Board Guidelines

Requests for No-Cost Extensions

Revised October 2018

All requests for no-cost extensions should be emailed to IANR Finance and Personnel External Funds team in the format provided below. Failure to follow these guidelines may result in a delay in approving these requests. This process covers ARD administered Commodity Boards (Corn, Dry Bean, Sorghum, Soybean and Wheat). For all other commodity related funding, please contact the Finance and Personnel External Funds team.

Project Summary

Commodity Board:
Contract Number:
Principal Investigator:
Project Title:
Award Period:
Length of Extension: (in months)
Remaining Funds: (dollar amount)

Provide the following information:
1. Requested new termination date

2. A clear scientific or programmatic justification statement explaining the need for the extension of time addressing the following:
   a. What unexpected event(s) delayed the progress of the project.
   b. How the unexpected events were remedied.
   c. What progress will occur during the extension period to successfully complete the project objectives.

3. An overview of the remaining budget and how the funds will be used during the extension period.

4. How the no cost extension request will benefit the project’s results.

Questions may be directed to Hector Santiago (hsantiago@unl.edu) or Jared Evert (jevert2@unl.edu) in the Agricultural Research Division (402-472-2045).