

ARD Foundation Funded Guidelines

Requests for No-Cost Extensions & Budget Reallocations

Revised October 2018

All requests for no-cost extensions or budget reallocations should be emailed to Hector Santiago and Jared Evert 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 application/proposal budget. 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 Hector Santiago (hsantiago@unl.edu) or Jared Evert (jevert2@unl.edu) in the Agricultural Research Division (402-472-2045).