

REQUEST FOR CONTINUATION OF SPONSORED PROJECT
COMPANY COST CENTER NUMBER
& JUSTIFICATION FOR PROJECT EXTENSION REQUEST

TO: Research & Sponsored Programs

DATE:

This is to request a continuation of cost center number(s) _____ until
(date) (a maximum of 6 months). The University anticipates the award of a continuation contract/grant from
_____ on approximately (award date) for the project entitled
_____.

It is understood that if a continuation contract/grant is not awarded, all expenditures on this cost center number beyond the effective award end date will be transferred to the department's maintenance cost center number(s) _____. It is also understood that transfers to the department's salary cost center number may be made only for permanent employees of the University. The salary of any employee whose employment is dependent upon continuation of the contract/grant must have his/her salary transferred to the department's maintenance cost center in the event of non-renewal of the contract/grant.

JUSTIFICATION:

Is there cost-sharing? Yes No

Are there subcontracts? Yes No

REQUESTED BY:

Principal Investigator/Date

Department Head/Date

Dean/Date

RSSP Processing:

Initials/Date