



Budget Extension Request

A Budget Extension gives a Principal Investigator (PI) additional time on a project budget number without additional funding.

There are two kinds of Budget Extensions:

- A “Regular Budget Extension” is provided when both the UW and the sponsor approval/notification has been completed, and the end date of the project is extended in order to complete the scope of work
- A “Temporary Budget Extension” is provided by the UW in order to continue the scope of work while you are waiting for sponsor approval to extend.

To request a Budget Extension and supply OSP with administrative and compliance information. Please follow the steps below:

- 1) If approval is required by the sponsor, complete their no-cost extension request form according to the sponsor’s guidelines.
- 2) Email the Grant Manager the email confirmation approval from the sponsor.
- 3) Grant Manager will complete the UW [Extension form](#) and attach it to a SAGE Modification Request (OSP/GCA).
- 4) Please answer the following questions:
 - a) UW Award #: List all related award line worktag(s) (GRxxxxxx) that you want to extend.
 - b) Request End Date:
 - c) Is this a temporary internal extension request? Yes or No
 - Answer no is when you already have the sponsor’s approval for the extension.
 - d) Is the award in deficit more than 25% remaining balance? Yes or No
 - If yes, provide an explanation for why the remaining balance on the award is in deficit for more than 25%.
 - e) Is the remaining balance more than 25% of the award? Yes or No
 - If yes, provide an explanation for why the remaining balance is more than 25% of the award.
 - f) Are there NEW cost share commitments during the extension that have not previously been documented on a cost share addendum? Yes or No
 - If cost share was committed in the original proposal and documented on a Cost Share Addendum, answer “No”

The request must be submitted to the sponsor at least 45 calendar days before your award's expiration date.

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