

THE PENN STATE UNIVERSITY
OFFICE OF SPONSORED PROGRAMS

Project Extension Notification (PEN)

Please read the instructions on the reverse.

DATE: _____

Investigator/Project Correspondent

Grant/Proposal/Fund

Project Title

PROJECT EXTENSION

(Applies to **research projects only** -- except for U.S. Dept. of Ed.)

An extension for the subject grant is requested. **This extension of time will be accomplished with no additional funds requested from the agency and is necessary for the *effective and economical conduct of the project.***

Justification (use separate sheet if necessary):

Current End Date: _____ Requested End Date: _____

Agency must receive notification of extension from OSP 10 days prior to current expiration date.

The institution may grant a one-time extension of up to one year (for the U.S. Department of Agriculture and the U.S. Department of Education the time extension may be for no more than a cumulative total of five years from the start date, including pre-award cost period).

FEDERAL AGENCY INFORMATION

(To be completed by College/IRP Office)

Please enter the following information regarding the Federal Agency's Grants Official to be notified:

Name: _____

Address: _____

APPROVALS

Investigator

Date

Department Head (If required by College)

Date

College/IRP

Date

INSTRUCTIONS FOR PROJECT EXTENSION NOTIFICATION (PEN)

This form may be used to notify OSP and/or certain agencies of authorized one-time, no cost extensions of up to one year. The notification process is applicable to all research grants and cooperative agreements from the following agencies, unless the special terms and conditions for the particular award require otherwise:

NSF - National Science Foundation

Army - U.S. Department of the Army

DOE - U.S. Department of Energy

EPA - U.S. Environmental Protection Agency

NASA - National Aeronautics and Space Administration

NIH - National Institutes of Health

USDA - U.S. Department of Agriculture (award period CANNOT exceed five years under Public Law)

USDE - U.S. Department of Education (award period CANNOT exceed five years under Public Law)

Please be sure to review the terms and conditions of a particular award before submitting a notification form to ensure that this procedure is applicable to the award.

All agencies, except for the U.S. Department of Education, implement this authorization under the Federal Demonstration Partnership (actual FDP terms and conditions listed below for your information).

Federal Demonstration Partnership General Terms and Conditions

14. Extensions Without Additional Funds

Recipients may extend the expiration date of the project if additional time beyond the established expiration date is required to assure adequate completion of the original scope of work within the funds already made available. A single extension, which shall not exceed twelve (12) months, may be made for this purpose, and must be made prior to the originally established expiration date. The recipient must notify the cognizant awarding agency official in writing *with the supporting reasons* and revised expiration date at least ten (10) days prior to expiration of the award.

Please complete the information requested, obtain the appropriate signatures, and forward the form to your College/IRP Research Office. One-time, no-cost extensions should be received at least 15 days prior to the current expiration date to allow for processing time.

Completed forms must be sent to:

**Office of Sponsored Programs
110 Technology Center**