

EFFORT COMMITMENTS DURING NO-COST EXTENSION PERIODS

(last updated 05/28/2009 by Diana Key)

A no-cost extension could be necessary when a project period has reached its end date and effort toward the project is still required. In these situations, the principal investigator and other key personnel* have the following options with regard to effort:

- Continue original level of committed effort
- Reduce the level of committed effort
- Increase the level of committed effort

Subject to sponsor requirements, changes in committed effort should be communicated to Sponsor with the notification of, or request for, a no-cost extension.

After the extension has been approved, Sponsored Research Services will adjust the commitment in FACET.

Continue original level of committed effort

If committed effort contributed during the extension period will not be supported by sponsor funds, a Cost Share Commitment Form shall be submitted to Sponsored Research Services with the request for extension. A cost-sharing budget shall be established to document this contribution.

Reduce the level of committed effort

Significant reductions (generally 25% or more) in committed effort shall be communicated to the sponsor with the notification of, or request for, a no-cost extension (subject to sponsor's requirements).

Reductions of effort less than 25% normally do not require sponsor notification. However, the award terms and conditions must be reviewed to ensure compliance.

If committed effort contributed during the extension period will not be supported by sponsor funds, a Cost Share Commitment Form shall be submitted to Sponsored Research Services with the request for extension. A cost-sharing budget shall be established to document this contribution.

Increase the level of committed effort

If the increased committed effort contributed during the extension period will not be supported by sponsor funds, a Cost Share Commitment Form shall be submitted to Sponsored Research Services with the request for extension. A cost-sharing budget shall be established to document this contribution.

*Key Personnel: FSU will follow the sponsoring agency's definition of Key Personnel. If no agency definition exists, FSU will define Key Personnel as the Principal Investigator (PI) and all Co-Principal Investigators (Co-PIs) identified as such in the proposal and/or award.