

FRCWG Extension Request Guidelines

If the project director (PD) will be unable to complete the project before the project end date and unencumbered funds remain, the PD can either:

A. return the funds

- To return the funds, simply notify the Grant Accountant (GA) that the remaining funds will not be required. The GA will return the unspent funds to the FRCWG balance. Below is contact information for Grant Accountants by college:
 - Melissa Hensley: College of Liberal Arts, and Nursing and Health Professions
812-465-1133, mrhensley@usi.edu
 - Emily Schminke: College of Business
812-465-1137, ecsminke@usi.edu
 - Karen Tuley: Science, Engineering, and Education
812-464-1885, katuley@usi.edu

B. request an extension (only one extension request is permitted)

- To request an extension, the PD should send an email to the Office of Sponsored Projects and Research Administration. OSPRA will notify the FASTRC Chair and the GA. (If the request is received during the summer, the request will be held until new FASTRC resumes work in the fall.) The FASTRC Chair will obtain FASTRC decision on the request and notify the PD, OSPRA, GA, and the VPAA's office.
- Only one extension request per FRCWG will be granted. The extension shall be for a period of one year from the original project end date. The PD should arrange for disposition of the funds before the new project end date, if funds are left unspent after the new deadline date they will be returned. The extension request should give the following information:
 - PD Name,
 - Project title,
 - Original start and end dates,
 - Original award amount,
 - Account number,
 - A short paragraph explaining the reason for the extension request,
 - A brief update of your progress on the project, and
 - A proposed new end date (must be one year from the original end date).