

**From:** [FFAR Grants Team](#)  
**To:** [Anthony Ventimiglia](#)  
**Subject:** FFAR GRANTEE COVID19 UPDATE  
**Date:** Tuesday, March 31, 2020 4:42:28 PM  
**Attachments:** [No Cost Extension Request.docx](#)

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Dear ,

FFAR is aware that the COVID-19 outbreak and the mitigating Stay at Home Orders across the country might significantly impact your work on FFAR-funded projects. We are sending this notice to give you some guidance on how to proceed with your FFAR-funded project(s) and how to request a timeline extension for your work.

For those who are still able to work on their projects, please proceed as normal. As per the notice we sent on March 16, FFAR offices are closed but all employees are teleworking full time and are available to help you with all your post award needs. For those who have been given orders to stay home, please follow your institution's guidance on all ongoing work, as well as guidance on grant-related charges and funding for that work.

As a reminder, FFAR has a No Cost Extension (NCE) Policy, which is attached for your reference, and available on our website and in your grant account. If you anticipate you will need an extension for your project, please follow the policy guidance in requesting an extension. All NCE requests must be submitted through the [FFAR grants management system](#). NCEs will be approved for up to a year and reevaluated at the end of the additional year if more time would be necessary.

Please contact [grants@foundationfar.org](mailto:grants@foundationfar.org) for questions or help.

Hope you are safe and well,

FFAR Grants Team

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## **NO COST EXTENSION REQUEST**

This document describes the procedures that must be followed when a grantee determines that their activities will not be completed during the approved project timeline. A no-cost extension requires prior approval from the Director of Grants Management.

FFAR grants and cooperative agreements are awarded under a project period system. A project may be approved for multiple years (usually 3-5 years), and is generally funded in annual increments known as budget periods. With rare exceptions, budget periods are 12 months in duration. FFAR expects that grantees will complete all requirements of an award by the project period end date; however, a one-time no cost extension may be requested if the action is not prohibited in the grant agreement. The Director of Grants Management can approve up to 6 additional months but no additional funds are awarded to complete the funded tasks.

Note that a No Cost Extension Request should not be submitted for the sole purpose of expending remaining funds – such request will be disapproved. No Cost Extensions cannot be processed under expanded authority if the award project period end date has expired.

### **FFAR Notification**

To ensure timely processing of a revised award action and orderly accomplishment of activities, a no-cost extension should be requested at least 45 days prior to the end of the project period by sending a request on official grantee letterhead that includes the following:

- Date
- Principal Investigator or Project Director name, Project Title, and Grant ID
- Point of contact – name, phone number, and email address
- Amount of additional time requested
- Reason(s) project could not be completed
- Description of the activities that will be completed during the proposed extension
- Timeline for completion of proposed activities, including time necessary to close-out the award and submit all final requirements to FFAR
- For late requests, a justification for missing the deadline
- Explain the effect a denial of the request will have on the project
- Two signatures – Authorized Signing Official and Project Director/Principal Investigator