



## Grant Agreement Cost Extension Request Guidelines

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A cost extension is an extension that provides additional funds. Cost extension requests are extremely rare and typically not granted because the GLFT prefers to review all applications within a theme (access, research, stewardship, etc.) at the same time to ensure a competitive and fair process. If there is an extraordinary circumstance preventing you from submitting a proposal in the next grant cycle, you may complete this form and submit it to your grant manager.

This form does not provide an exhaustive list of criteria that the Board of Trustees and/or Scientific Advisory Team consider when examining a cost extension request. All requests for cost extensions will be reviewed on a case-by-case basis by the Board of Trustees and/or Scientific Advisory Team.

1. Grantees performance and progress to date
    - a. What percentage of the project is complete?
    - b. What is the proposed end date?
    - c. How many benchmarks have been met?
    - d. Will any portion of the project not be completed?
    - e. Are any new methodologies or technologies being tested as part of the originally funded project? If so, what is their status and expected outcome?
  2. Will the extension result in a change to scope of work in the original proposal? If so, please specify. Use of a matrix may be appropriate.
  3. What new information has been found to justify the need for the extension?
  4. What information is expected to be found through this extension?
  5. Is the project expansion necessary to test the original hypothesis?
  6. How much additional funding is requested?
  7. Have reasonable attempts to obtain alternative funding been made?
  8. What are the policy and research implications if the extension is not granted?
  9. Attach a revised chart of work.
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