



## Project Extension Policy

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The Great Lakes Fishery Trust (GLFT) has in years past granted both no-cost and cost extensions to grantees who successfully convey reasonable need for such actions. The GLFT expects as it funds more projects to get more requests for both types of extensions.

### **No-Cost Extensions**

A no-cost extension extends the end date of the grant award without additional funding during that extended period of time. Since its inception, the GLFT has approved no-cost extensions if the applicant provides reasonable justification. For accounting purposes, however, this process has caused some difficulty in estimating grant expenditures in a timely fashion. Therefore, no-cost extensions will now be granted on a limited basis. If circumstances beyond the control of the principal investigator have caused the need for an extension, a no-cost extension will be considered. Examples of such activities include unpredictable personnel changes, equipment failure, catastrophic occurrences, etc. If the circumstance causing the need for the extension could have been avoided by careful project planning, a no-cost extension will not be considered. In order for the GLFT to consider no-cost extensions, the following criteria shall be considered when reviewing such requests:

- Grantees performance and progress to date
  - What percentage of the project is complete?
  - When will it end?
  - How many benchmarks have been met?
  - Has reporting been timely and adequate?
  - Has the fiscal management of the project been adequate?
  - Will any portion of the project not be completed?
  - Are there new methodologies or technologies that are being tested as part of the originally funded project? If so, what is their status and expected outcome?
- Is the project extension necessary to test the original hypothesis?
- What are the policy and research implications if the extension is not granted?

This policy provides general guidance so that GLFT managers may communicate with grantees clearly, while retaining discretionary decision authority. All requests for no-cost extensions will be reviewed on a case-by-case basis.

### **Cost Extensions**

A cost extension is an extension that (1) extends the end date of the grant award, (2) expands the scope of the original work, and (3) provides additional funds. In order for the GLFT to consider cost extensions, the following criteria shall be considered when reviewing such proposals:

- Grantees performance and progress to date
  - What percentage of the project is complete?
  - When will it end?
  - How many benchmarks have been met?
  - Has reporting been timely and adequate?
  - Has the fiscal management of the project been adequate?
  - Will any portion of the project not be completed?
  - Are there new methodologies or technologies that are being tested as part of the originally funded project? If so, what is their status and expected outcome?
- Clearly define the proposed scope of work in reference to the original project's scope. How would the extension differ from the original scope of the project? Use of a matrix may be appropriate.
- What new information has been found to justify the need for the extension?
- What information is expected to be found through this extension?
- Is the project expansion necessary to test the original hypothesis?
- Is the cost overrun justification adequate?
- Have reasonable attempts to obtain alternative funding been made?
- What are the policy and research implications if the extension is not granted?
- Is the scope different enough from the original project to warrant consideration of the proposed work as a new project rather than a project extension?
- Why should this extension proposal be considered outside of a competitive RFP process?
  - Is it a continuation of existing work?
  - Is it an expansion of scope?
  - Is this an entirely new project?
- Would the original project have been approved if the expanded scope had been included?

This policy does not provide an exhaustive list of questions to consider for project cost extensions; others may be added. All requests for cost extensions will be reviewed on a case-by-case basis by the Board of Trustees and/or Scientific Advisory Team.

**Approved by the Board of Trustees on November 4, 2003**