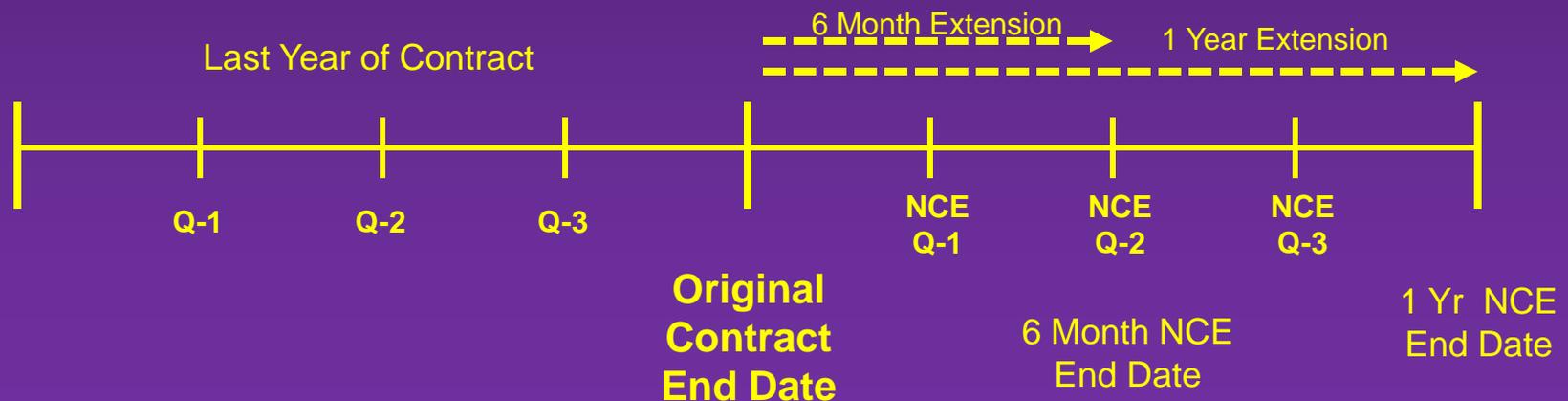


New York State Department of Health
Extramural Grants Administration

Contractor Training
Request for No-Cost
Time Extension

No-Cost Time Extension Request

- Use to allow more time to complete research project
- Funds remain in current budget lines
- Start process at least 6 months prior to end of contract
 - Requires DOH , Office of Attorney General, and OSC approval
 - Progress Report required for approval
- Periodic and Final Progress Report still required
- New Appendix X required- will be sent to institution for signature



No-Cost Time Extension Request Example

Contract Number: _____		Period Ending: _____		
	BUDGET CATEGORY	CURRENT BUDGET	EST. EXPENDITURES	EST. REMAINING FUNDS
OTHER THAN PERSONAL SERVICE (OTPS):				
4	SUPPLIES			
	LAB SUPPLIES	\$ 10,000.00	\$ 8,000.00	\$ 2,000.00
	OFFICE SUPPLIES	\$ 500.00	\$ 300.00	\$ 200.00
	SUBTOTAL SUPPLIES	\$ 10,500.00	\$ 8,300.00	\$ 2,200.00
5	EQUIPMENT	\$ -	\$ -	\$ -
6	TRAVEL	\$ 500.00	\$ 200.00	\$ 300.00
7	CONSULTANT COSTS	\$ -	\$ -	\$ -
8	OTHER EXPENSES			
	TRAINEE HEALTH INSURANCE	\$ -	\$ -	\$ -
	HUMAN SUBJECTS	\$ -	\$ -	\$ -
	ANIMALS & CARE	\$ 15,000.00	\$ 12,000.00	\$ 3,000.00
	CORE FACILITIES	\$ -	\$ -	\$ -
	PUBLICATIONS	\$ -	\$ -	\$ -
	COMMUNICATIONS	\$ -	\$ -	\$ -
	MEETING REGISTRATION	\$ -	\$ -	\$ -
	TUITION AND FEES	\$ -	\$ -	\$ -
	MISC OTHER EXPENSES	\$ -	\$ -	\$ -
	SUBTOTAL OTHER EXPENSES	\$ 15,000.00	\$ 12,000.00	\$ 3,000.00
9	SUBTOTAL OTPS	\$ 26,000.00	\$ 20,500.00	\$ 5,500.00
10	TOTAL PS AND OTPS (lines 3 + 9)	\$ 38,000.00	\$ 30,100.00	\$ 7,900.00
11	TOTAL SUBCONTRACT PS AND OTPS	\$ -	\$ -	\$ -
12	TOTAL DIRECT COSTS (lines 10 + 11)	\$ 38,000.00	\$ 30,100.00	\$ 7,900.00
13	F & A Costs	\$ 7,600.00	\$ 5,000.00	\$ 2,600.00
14	GRAND TOTAL COSTS (lines 12 + 13)	\$ 45,600.00	\$ 35,100.00	\$ 10,500.00

Actual amounts available may vary depending on further vouchering

Unexpended funds must stay in current budget line

No-Cost Time Extension Request Approval Notification

- EGA returns countersigned request form with contingencies
- Appendix X sent to institution for signature
- EGA obtains DOH, AG, and OSC approvals
- Copy of executed Appendix X sent to Institution (4-6 months)

STATE AGENCY SIGNATURE

"In addition to the acceptance of this contract, I also certify that original copies of this signature page will be attached to all other exact copies of this contract."

By: Lawrence S. Sturman Date: 4/1/09
(signature)

Printed Name: Lawrence S. Sturman, M. D., Ph. D.

Title: Director, Wadsworth Center

ATTORNEY GENERAL'S SIGNATURE

By: _____ Date: _____

STATE COMPTROLLER'S SIGNATURE

By: _____ Date: _____

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Ver. 12/13/07

APPROVED
DEPT. OF AUDIT & CONTROL
SEP 30 2009
John D. Smith
FOR THE STATE COMPTROLLER

NYS Department of Health Extramural Grants Administration

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