Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC
Office of Sponsored Programs

Policy and Procedure

TITLE: **Internal No-Cost Extension**

PURPOSE:
To inform the research community under what circumstances an internal, one-year, no-cost extension may be requested.

PERSONS AFFECTED:
This policy & procedure (P/P) applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute, LLC (HPHCI) (collectively, HPHC/I) personnel engaged in research, teaching or research administration activities in support of the charitable and educational mission of HPHC, Inc.

POLICY:
Principal Investigators (PIs) may request an internal no-cost extension for a period not to exceed one year if both of these circumstances exist:

> ➢ There are funds remaining and the contract does not require the return of unspent funds to the sponsor."
> ➢ work is still needed for project completion (final analysis, manuscript)

If funds are still available at the end of the no-cost extension, investigators have ninety (90) days to complete transactions and submit a request to transfer unexpended funds into a general purpose account.

If the funds have not been transferred by the end of ninety (90) days, the funds will be transferred to the Department of Population Medicine (DPM).

PROCEDURE:

PIs must submit a "Request for a One-Year, No-Cost Extension Form" to their Grants Manager, certifying their intention to continue to meet the terms and conditions of the original award.

- OSP must verify that:
  - The amount is appropriate
  - The terms and conditions of the sponsor agreement allow this extension and, if appropriate, there is written approval from the sponsor
  - Director of OSP approves or rejects the request

REVISION HISTORY:

Department: OSP	Title: Internal No-Cost Extension
Effective Date 6/1/2021	Owner: Director, Office of Sponsored Programs
Reviewed By/On:	
Replaces P/P Dated: 7/1/2008; 1/13/2017; 6/1/2019; 6/1/2020	
Related Documents:	
References:	