



WATER RESEARCH FOUNDATION NO-COST EXTENSION POLICY

The purpose of this No-Cost Extension Policy is to set forth requirements and conditions under which the Water Research Foundation considers and approves no-cost extensions for ongoing research projects. A no-cost extension is an extension of the project's contractual schedule of 60 or more days without an associated change in Foundation funding level for the project. This policy is implemented at the direction of the Foundation's Board of Trustees.

As a member-supported organization, the Foundation must produce results that are both applicable and timely. The Foundation and its contractors have a responsibility to adhere to the negotiated project schedule. It is the researcher's responsibility to recognize and inform the Foundation of circumstances that warrant a no-cost extension, and it is the Foundation's responsibility to consider legitimate requests for no-cost extension promptly and consistently. Researchers who are late in submitting project deliverables without an approved no-cost extension are subject to the provisions of the Foundation's Timeliness Policy.

No-Cost Extension Requests

The PI or other authorized representative of the contractor is required to submit written request to the Foundation for approval of any project schedule extension of 60 or more days. The request must specify the length of the extension being requested and the reason(s) that the extension is being requested. Legitimate reasons for no-cost extensions must be beyond the control of the contracting organization and not reasonably foreseeable at the time the original project schedule was established. The request should be submitted as soon as the need is recognized and the schedule impact can be estimated.

The Foundation will negotiate no-cost extension requests promptly and in good faith. If approved, the project contract will be amended to incorporate the agreed-upon schedule extension.

No-Cost Extension Limitations

Regardless of the number of extensions granted, the project schedule will not be extended more than nine months beyond the original contracted schedule. Variances to this limitation must be approved by the Foundation's senior management team.

For projects fully or partially funded with federal funds, the submittal date for the project's final report package (i.e. complete and ready for publication) will not be extended past six months prior to the federal funding expiration date.