



## WTFRC Grant Extension Policy

WTFRC-funded projects are grant contracts with defined objectives and timelines. If, in the last year of the project, unforeseen circumstances such as incomplete data sets, addressable data collection inadequacies, weather events, hiring delays, equipment failures, etc. delay completion of an objective(s), the PI can request a no-cost extension to complete the objectives of the project. **Projects that have concluded (i.e. a final report has already been submitted) but have unexpended funds in their institution's account are not eligible for a no-cost extension, and any unexpended funds must be returned to the WTFRC,** subject to the provisions of the agreement between the WTFRC and the PI's institution.

A written request for a no-cost extension must be submitted at least two weeks before the final report deadline date for the related committee (Apple Horticulture/Postharvest, Apple Crop Protection, Cherry/Stone Fruit, Technology or Pear) and submitted to both the WTFRC Executive Director and Administrative Officer. The request must include the specific reason(s) why the project cannot be concluded as originally proposed.

If a request for a no-cost extension is approved, the PI will prepare a CONTINUING report for inclusion in the research review book and for in-person presentation in accordance with the guidelines provided. In the drop-down list on the continuing report form, select "No-Cost Extension" to distinguish it from a standard continuing report. In the budget table add an additional column with a "0" total at the bottom. An example is below:

### Budget 1

**Organization Name:** Fill in    **Contract Administrator:** Fill in

**Telephone:** Fill in    **Email address:** Fill in

Item	2017	2018	2019	2020
<b>Salaries<sup>1</sup></b>	\$24,600	\$25,584	\$26,607	
<b>Benefits<sup>2</sup></b>	\$9,740	\$10,130	\$10,535	
<b>Supplies<sup>3</sup></b>	\$10,272	\$11,272	\$10,272	
<b>Travel<sup>4</sup></b>	\$4,272	\$4,272	\$4,272	
<b>Miscellaneous</b>				
<b>Plot Fees</b>				
<b>Total</b>	\$48,884	\$51,258	\$51,686	0

A final report is to be submitted (using the WTFRC Final Report template) to the WTFRC Administrative Officer by the deadline date of the following year's research review. The Executive Director will determine whether an in-person final report presentation will be required at the following year's research review.

Responses to grant extension requests will be provided within five working days. The WTFRC Administrative Officer will work with the PI's contract administrator to amend any agreements necessary to cover the extension.