UW Extension: No-Cost Extension Process
Date: 11/20/12

PD/Project Staff

Do you need more time to complete project?

- Yes
  - Do terms & conditions allow automatic 1-year No-Cost Extension (NCE)?
    - Yes
      - Draft NCE notification, signed by PD, and with OES signature line
    - No
      - Forward to OES and Division

- No
  - Received approval?
    - Yes
      - Follow-up with sponsor
    - No
      - Proceed to Award Closeout

Draft No-Cost Extension (NCE) Request, signed by PD and with OES signature line

Dept/Division

Division receives copy of NCE request

Forward to OES and Division

OES

Payroll approval process

Co-sign & send NCE notification to sponsor and cc:

Co-sign & send NCE notification to sponsor and cc:

Input new cost share

Change Award End Date in SFS/WisDM

Change effort (payroll and cost-share) if needed for the extension period

Approve cost share input form

Do you need more time to complete project?

Do terms & conditions allow automatic 1-year No-Cost Extension (NCE)?
March 26, 2012

Sondra R. Watkins
Awards Management Branch
NIFA/USDA
Washington, DC 20250-2271
swatkins@nifa.usda.gov

RE: Request for no-cost extension of time
Agreement No. 2010-38935-20807
Title: “Institute for Sustainable Agriculture, WI”
Project Director: John Shutske

Dear Sondra:

Per the USDA-NIFA Terms and Conditions for the award, a no-cost extension of time for one year is requested. The agreement end date is 5/31/2012; the new end date requested is 5/31/2013. No changes to the current plan of work, scope of project or budget are anticipated with the extension request.

Justification:

Significant progress has been made on all projects included in this grant: the Healthy Farms sustainability project has grown into the National Initiative for Sustainable Agriculture (NISA) that includes agronomic crops, specialty crops and animal agriculture; the grazing project has built networks of animal agriculture producers to communicate advancements broadly; and the water quantity project has brought together agriculture, municipalities, environmental interests and communities to address dwindling water resources. At the end of May, there will be approximately $85,000 in funds remaining on this grant and will be used to complete the above projects by May 31, 2013. These projects are critical to the future of sustainable agriculture efforts on a state, regional and national basis and will leverage additional external funding. For example, the NISA project is in the process of implementing producer-led, science-based sustainability assessments that will address export and value chain requirements in a way that protects the economic solvency of agriculture.

Sponsor award #: also add UWEX award #
Project title
PD’s name

Proposed end date
Current end date
Summary of progress to date
Justification
Estimate of funds remaining
Timetable for completion
How remaining funds will be used
The effort level of the Project Director (John Shutske) will remain the same at 1%, which is not charged to the grant (cost-share). OR During the extension period, the effort levels will be as follows and will continue to be charged to this grant: (1) the effort level of the Project Director will be reduced from 10% to 5%; (2) [Key Personnel #1]’s effort will be reduced from 20% to 10%; and (3) [Key Personnel #2]’s effort will remain at 5%.

A progress report is attached to this request. If more information is required, please contact Jed Colquhoun by telephone at 608-890-0980 or email at colquhoun@wisc.edu. Thank you for your consideration of this request.

Sincerely,

John Shutske
Project Director
University of Wisconsin-Extension

Office of Extramural Support
University of Wisconsin-Extension

P.S. Please email any letters approving the release of funds to the attention of: John Shutske, john.shutske@ces.uwex.edu, and Jesse Szeto, Authorized Officer for UW-Extension, jesse.szeto@uwex.edu.

cc: Robert Hedberg rhedberg@nifa.usda.gov
    Gail Martin gmartin@nifa.usda.gov
    John Shutske, Project Director john.shutske@ces.uwex.edu
    Jed Colquhoun, co-Project Director colquhoun@wisc.edu
    Chris Whalen, Coop Budget Office chris.whalen@uwex.edu
    Charlie Giese, University of Wisconsin-Madison RSP cgiese2@rsp.wisc.edu