

Request for a No-Cost Extension

Grantees may request to extend the project period of their grant by submitting a Grant Adjustment Notice (GAN) in the Grants Management System (GMS).

Requests for extensions can be submitted during within the last 90 days of the project period, but no later than 30 days prior to the award end date.

The maximum extension allowable is generally 12 months, except in the case of extraordinary circumstances.

How to Submit an Extension:

- 1) Submit a "Change Project Period" GAN in GMS.

For instructions on how to create a Grant Adjustment Notice (GAN) in GMS, click the "Grant Adjustment Notices" section of this tutorial: <http://www.ojp.usdoj.gov/gmscbt/>

- 2) Enter the proposed new end date.
- 3) Provide a justification, signed by the authorized representative on letterhead, that includes the following information:
 - New grant award end date;
 - An explanation of the circumstances leading to the extension;
 - Details of remaining activities to be completed;
 - The amount of unobligated funds remaining for the grant award; and
 - The last time an extension was approved, if applicable.
- 4) Attach letter and enter "see attached justification" in the justification box.

NOTE: The award period will not be extended merely for the purpose of using unobligated funds.