Date: 

From: 

To: Research Accounting  
    (401 Rider Building, fax 814.865.3910, email Res-Acct@psu.edu)

Subject: Extension request

Please change the date(s) for the account listed below. By requesting this change, the department accepts full responsibility for any expenses that may be disallowed as a result of this change. This document does not replace the need for sponsor approval. If the request is to change the end date, invoicing or drawdowns will cease until the modification is executed and processed by Research Accounting.

Sponsor (If applicable) _____________________________________________________________

Agreement No: _________________________________________________________________

Account No: _________________________________________________________________

<table>
<thead>
<tr>
<th>Current</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Hold Close Date</td>
<td></td>
</tr>
<tr>
<td>Expense Close Date</td>
<td></td>
</tr>
</tbody>
</table>

See Definitions on next page

Explanation

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

AUTHORIZING SIGNATURES

Principal Investigator ___________________________ ___________________________ ___________

Department Head ___________________________ ___________________________ ___________

Assoc Dean /Director ___________________________ ___________________________ ___________

College ___________________________ ___________________________ ___________

College ___________________________ ___________________________ ___________

Print Name ___________________________ Signature ___________________________ Date ___________

Revised 1/26/2012
Pre-Approval Account Extension Request Memo

A department (college, institute, or other unit) will use this form to request an extension of one or more IBIS dates. This request is required when a department is aware of circumstances that exist that would require the IBIS account to remain open.

During the time period from the original end date until the formal documentation authorizing the extension is processed by Research Accounting, the status of the award is considered similar to that of an advance fund. Research Accounting will not invoice until the actual modification is processed by Research Accounting.

This will permit departments to continue spending under the discretion of their administration (Department Head, Financial Officer, Research Administrator, etc.) while they are waiting for the necessary paperwork to be finalized.

End dates on sponsored projects may be extended no more than 90 days and requests will only be accepted no more than 30 days in advance of the end date as indicated in IBIS. Only one extension may be granted.

If the hold close date is extended, this does not shorten the period between the hold close date and the expense close date. There will still be 45 days for final adjustments and the final invoice to be prepared. The department will be responsible for any disallowances that arise as a result of changing any of the dates.

Definitions

**End Date** – This date corresponds with the ending date of the period of performance on sponsored projects and should only be changed if there is documentation or certainty of a pending extension. If the account is an MGR or gift account, then this form can be utilized to extend the end date. End dates for these types of accounts will only be moved a maximum of five years.

**Hold Close Date** – This date is normally established within IBIS as 45 days after the end date. Extending this date will permit all expenses except compensation to continue to post until reaching this date.

**Expense Date** – all adjusting entries (Fringe and Overhead postings, RFJA’s, JVDP’s, or JVCN’s) as well as any credits to expense can continue to post after the hold close date until the expense close date.

Who is authorized to request a change to the dates in IBIS?

Hold close, Expense Close dates, and End Dates on non-sponsored activities (gift or MGR) can be requested by any department designee, typically members of either the Research Administrator’s staff or the Financial Officer’s staff.

End Dates for Sponsored Activities (Grants and Contracts) can be requested by the Principal Investigator with the approval of the department head and the knowledge of a department designee such as the Research Administrator or Financial Officer.

Note: As indicated above, requests to extend end dates on sponsored activities will only be accepted if there is less than 30 days prior to the end date as indicated in IBIS.

Questions regarding this document should be directed to Office of Research Accounting:

Phone: (814) 865-7525
Fax: (814) 865-3910
Email: Res-Acct@psu.edu
Address: Office of Research Accounting
The Pennsylvania State University
227 West Beaver Avenue Suite 401
State College, PA 16801-4819
Process for Extending End Dates on Awards

- In anticipation of an extension, the department can request an extension to a current account if there is less than 30 days before the end date of the account as indicated in IBIS. Requesting an extension signifies the department is aware of associated risk and accepts the financial risk. Additionally, the department is aware that all invoicing will cease immediately.

- Form is completed, authorized by principal investigator and unit research administrator (College may require additional signatures), and submitted to Research Accounting.

- Research Accounting sets status to “Pending Extension,” which discontinues invoicing or drawing down funds until modification is executed.

- When a modification is finalized and processed, the “Pending” status is removed and invoicing is adjusted to include costs incurred during that time.

Positive Outcomes

- Fewer interruptions in research
- Lower administrative burden for department and Research Accounting
  - Fewer accounts created
  - Fewer BARAs created
  - Fewer accounts to be closed
  - Simpler management of awards, since all dollars are contained in one account
  - No need to bridge accounts since everything is in one account

Risks

- Modification never arrives, department must cover costs during “pending” status, potentially risk being late on final invoicing requirements of original award.
- Modification is not as expected, resulting in excess over expenditures or spending beyond end date, which becomes a faculty and/or departmental/college responsibility.
- Potential disallowances from mixing allowed costs with disallowed costs (costs outside of award period), which become a faculty and/or departmental/college responsibility.