

No-Cost Extension Information

If the grantee institution finds that all funds will not be spent prior to the grant termination date, two options are available. (1) The institution can return unused funds to the Foundation and request that the grant be closed. Or (2) the institution can request a no-cost extension of the grant period, continue the research, and spend the remaining funds.

JSMF 5% Policy

JSMF considers grants with 5% or less of the total grant remaining amount to be fully expended.

Grantees must use remaining funds on related research expenses (publications fees, data entry, dissemination, research travel, etc.). Reach out to the JSMF Grants Manager (Brian Knox; knox@jsmf.org) for further information on how to report this on the final financial report.

Some examples of scenarios related to this policy are:

- Grants that still have time on the original term but are in the 5% range should continue as normal.
- Grants that are ending their initial term or no-cost extension can use this 5% rule after obtaining approval from the Foundation
- Grants that have more than 5% should request a no-cost extension.

No-cost extensions must be requested as follows:

- The grantee institution or project manager should submit a request using the JSMF grants management system: <https://jsmf.smartsimple.com/>
- Required information:
 - The reason for the extension
 - The requested new end date.
 - The exact or estimated amount of unexpended funds.
 - A revised budget and brief justification for expenditures during the extended period.
- Extension Approval/Denial Notification: After review, JSMF will send the response to the person at the institution who requested the extension via email. Please make certain the submitted information requesting an extension contains the email addresses of all parties requiring notification.