



## THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

### No-Cost Time-Extension

A no-cost time extension may be requested if the grantee requires additional time beyond the established project end date to fully complete its program plans and objectives. The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for a no-cost time extension.

The grantee should submit a written request, on official organizational letterhead, for an extension to the MEPI Grants Office at least **30 days prior** to the expiration date of the project period, but no later than **10 days prior** to the project end date in accordance with 22 CFR 145. The request letter must explain why the grantee did not accomplish its program goals within the time frame and what the grantee intends to accomplish in the requested amount of time.

The grantee may request an extension if:

- No additional funds are required to be obligated by the awarding office;
- The originally approved scope will not change;
- Any one of the following applies:
  - Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project or program,
  - Continuity of grant support is required while a competing continuation application is under review, or
  - The extension is necessary to permit an orderly phase-out of a project or program that will not receive continued support.
- All quarterly financial and program reports are current and received by MEPI.

*When submitting a no-cost time extension request, keep the following in mind:*

This request cannot be used to hire new staff, buy equipment/supplies or begin new activities or programs.

Contact your Grants Officer with any questions about No-Cost Time Extensions.