

JFSP Past-Due and Project Extension Policy

8/14/07

Goals

- Ensure project objectives are met and deliverables are received
- Eliminate or minimize the number of past-due projects

Active projects, prior to end date

- Program Office will work with PIs when award letters are transmitted and agreements/transfers are established to ensure mutually agreeable start and end dates
- AFPs and award letters will contain the following statement: “The JFSP Governing Board has established a policy whereby no new proposals will be reviewed with PIs or co-PIs that are PIs or Co-PIs on past-due projects. The status of other JFSP projects is determined as of the date the proposal was submitted.”
- Program Office will mail a reminder at the beginning of each quarter to PIs and Federal Cooperators of projects with end dates in the upcoming quarter, and advise PIs and Federal Cooperators that under no circumstances are funds to be spent after the end date.

Past-due projects

- Past-due projects will receive a quarterly email notice from the Program Manager
- Projects greater than three months but less than six months past due will receive both an email and a phone call from the Program Manager
- After six months the Program Manager will send a formal memo to the Station Director, Center Director, or other appropriate official representing the institutional home of the PI requesting their assistance with obtaining successful project closure

Extension requests

Extensions are granted at the discretion of the JFSP Governing Board and with approval of NIFC Procurement staff where appropriate. Extension requests should be made at least 60 days prior to the project end date. Extensions will normally be granted under the following circumstances:

- Unforeseen delays in receiving funds or funding sub-agreements
- Unforeseen delays implementing treatments and the implementing agency remains committed to the project
- Unavoidable, significant delays in hiring personnel
- The PI or co-PI has experienced major health issues that prevent project work
- Cost savings are proposed for additional outreach and information sharing

Extension requests will require additional Governing Board review:

- If it is a second extension request
- If the request is for more than one year
- If the request is submitted less than 30 days before the project end date
- New work is proposed that has not been reviewed
- There is a substantial change in the project objectives or methods