

## RGC Post-Award Services Request Procedures

At times there is a need to request RGC support for elements related to an existing research grant/contract in which interaction with the Sponsor may be needed. To facilitate these requests, please initiate a "[Post-Award Services Request](#)" via the RGC website. Once the request has been received, then an RGC team member will reach out to gather any additional information and to process the request.

These requests may include, but are not limited to, the following services:

- A. **No Cost Extension** – Please include the following in your request:
  - New project end date being requested
  - Current balance of existing grant account
  - Reason an extension is being requested
  - Justification to explain how the full balance will be expended by the revised end date
  
- B. **Budget Modification/Revision** – Please include the following in your request:
  - Current Budget (as awarded and/or amended by Sponsor)
  - Revised Budget (must include same total as awarded, unless instructed otherwise)
  - Reason for budget modification request
  
- C. **Change in Project Personnel** – Please provide information on changes needed and reasoning.
  
- D. **Project Report Submission** – Please provide required information that will allow RGC staff to submit report (if needed).
  
- E. **Carry-Forward of Unobligated Balance** – Please include verification from Comptroller's office of the carry-forward balance to be used in the request to the Sponsor.
  
- F. **Award Relinquishment** – Should you need to cancel or decline an award, please provide the requested information and notify the RGC immediately.
  
- G. **Other** – Please provide sufficient information and support documents regarding any other services not listed above in which you are requesting assistance.