Alberta Cancer Foundation

Request for No-cost Extension

# Overview

A no-cost extension is requested to extend a project period beyond the original project end date. As the phrase “no cost” suggests, there is no additional funding attached to this extension. Requests for no-cost extensions should be prepared and submitted by the designated investment lead. A no-cost extension may be requested when:

* *The end of the project period is approaching, AND*
* *There is a need to continue the program as originally proposed, AND*
* *There has been sufficient progress towards outcomes, AND*
* *There are sufficient funds remaining to cover the extended effort.*

**No-cost extensions are granted for no more than one term not to exceed 12 months and must be requested no less than 45 days prior to the project end-date.**

The Alberta Cancer Foundation retains the right to refuse a no-cost extension. Reasons may include:

* *Programmatic benefit is not justified.*
* *Sufficient progress towards the outcomes of the investment has not been achieved.*
* *Funding may have come from a prior year’s appropriation and cannot be extended.*
* *The amount of time requested appears excessive.*

Requests for no-cost extensions are to be submitted to programinvestment@albertacancer.ca.

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# Investment Details

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| --- | --- |
| File Number: |       |
| Title: |       |
| Original Investment Term(yyyy-mm-dd): |       | to |       |
| Original Investment ($): |       |
| Investment Lead: |       |
| Date of Request: |       |

1. Describe in detail the progress that has been achieved towards the expected outcomes of this investment.
2. Describe in detail the reasons for needing a no-cost extension. Be specific.
3. Provide a detailed outline of your no-cost extension plan. Please include the following:
* Updated PTP (if applicable) or a Gantt chart outlining activities to be completed along a timeline.
* Clear allocation of funds and justification towards the activities outlined.
* Up-to-date financial statements.