VIA ELECTRONIC MAIL

Date

Mr./Ms. Grants Management Specialist

GrantsManagementSpecialist@mail.nih.gov

Dr. Program Official

ProgramOfficial@nih.gov

Re: LSUHSC-NO P/S No.: XXXXXXXXX

 NIH Award No.: X-XXXXXXXXXXX-XX1

 Project Title: "Project Title Inserted Here"

Dear Mr. GMS and Dr. PO,

The purpose of this correspondence is to request a *(second, third),* \_\_\_-month, no-cost extension of the above-referenced grant.

We require this extension in order to *(complete a particular aim, re-run crucial experiments whose unexpected outcomes must be verified, prepare, submit, and arrange for publication of scientific manuscripts, etc.).* We were unable to complete this project during the *(first, second)* no-cost extension period because (*a huge hurricane hit the city and left us closed for months, we couldn't find a qualified postdoc to assist us in the lab, our experimental media turned out to be tainted and skewed all our results, etc.).*

We estimate that the project currently has a budget balance of $\_\_\_\_\_\_\_\_. A budget detailing our proposed use of these funds is attached, along with a justification. As you will note, during the proposed no-cost extension period, we will utilize these funds to *(purchase specific supplies, travel to a key scientific meeting, house laboratory animals, etc.)*. There will be no change in the project's originally approved scope of work.

Also attached are evidence that our project holds current *(IRB, IACUC)* approval, along with a progress report detailing the specific aims we've completed, and those aims we hope to complete during the proposed extension period.

We look forward to a favorable review of our request.

Very Truly Yours,

PI Full Name

Principal Investigator

Joseph M. Moerschbaecher, III, PhD

Vice Chancellor, Academic Affairs

Attachments: Budget

 Budget Justification

 IACUC Approval Letter

 IRB Approval Letter

 Progress Report