

Instructions for Completing OSP Request for Continuation of Sponsored Program Worktag

The purpose of the continuation worktag request is to enable the Principal Investigator (PI) to unofficially extend the award while an increment of funding is being processed/negotiated by the university and sponsor or while waiting for an official written sponsor-approved no-cost time extension. This form shall be completed, in full, with all appropriate information and signatures. The PI is responsible for all charges to the worktag in the event the sponsored program is not awarded during the unofficial extended period.

The Continuation of Worktag Request Form is located at the following website <https://osp.uark.edu/investigator-s-toolbox.php> under Award Management/Post-Award Forms and shall be prepared by the PI and departmental representative.

The completed form must be approved and signed by the lead PI, Department Head/Chair and College/Research Dean and emailed to awdmgmt@uark.edu.

Complete the following:

- **Date** – Current Date
- **Grant Worktags** – Enter all appropriate worktags related to the award to be extended
- **Sponsor** – Name of the sponsor
- **Prime Sponsor** – Name of prime sponsor if applicable
- **Sponsor Award Number** – Sponsor award number from award document (i.e. – N00164-22-1-1011)
- **Award Title** – Title of the sponsored program
- **Length of Continuation** – Shall not exceed 3 months
- **Check if Renewal** – This box should be checked if the initial 3 months needs to be extended an additional 3 months. All parties are required to initial approval of renewal. The justification for renewal should be provided in the email with the updated request.
- **Anticipated Date of Sponsor Approval** - This is the expected date that the change will be received by the University from the sponsor
- **Responsible Worktag** – This worktag(s) is the source of funding for any expenditures during the unofficial extended period in the event the sponsor does not extend the award. The worktag(s) provided cannot be from federal or state sources, funding must be provided by a designated (DSXXXXXX) or program (PGXXXXXX) worktag. In the case expenditures will need to be funded, a cost sharing worktag will be established to account for the research expenditures and the DS/PG will fund.
- **Is there cost-sharing?** – Select yes or no
- **Cost Share Worktags** – If above response is yes, then provide all related cost share worktags
- **Are there subcontracts/subawards?** - Select yes or no
- **Justification** – Explain/justify the reason for this request, attached additional information if needed.

OSP REQUEST FOR CONTINUATION OF SPONSORED PROGRAM WORKTAG

This form is to request continuation of an active award while awaiting sponsor approval/modification of the award. In the event the sponsor does not approve, all expenditures on the active worktag beyond the original end date will be transferred to the responsible worktag provided on this form.

Date:

Grant Worktags:

Sponsor:

Prime Sponsor:

Sponsor Award Number:

Award Title:

Length of Continuation Request: 3 mos.

Check if Renewal

Anticipated Date of Sponsor Approval (if known):

Responsible Worktag (non-federal funds – DS or PG worktag(s) only):

Is there cost share?	Yes	No	Cost Share Worktags:

Are there subawards/subcontracts?	Yes	No

JUSTIFICATION:

Signatures of Approval:

Renewal:

Principal Investigator Typed Name

Principal Investigator Signature

Initials

Department Head/Chair Typed Name

Department Head/Chair Signature

Initials

College/Research Dean Typed Name

College/Research Dean Signature

Initials

OSP Official Use Only

Streamlyne Award # _____

Workday Award # _____

OSP Rep. Initials _____

OSP Processing Date _____

VCRI Rep. Initials for cost share, if applicable _____