**No-Cost Extension Letter**

**T. Denny Sanford Institute for Empathy and Compassion**

Date: June 10, 2021

T. Denny Sanford Institute for Empathy and Compassion

9500 Gilman Drive, MC 0602

 La Jolla, CA 92093-0602

Attn: Julie Freeman

**Re: No-Cost Extension for Award Entitled “(fill in award project title)”**

Dear Julie Freeman:

We would like to request a (fill in number of months, can be up to 12) no-cost extension for (fill in award recipient’s name). If approved, the new ending date is (fill in the new date).

*(Provide a detailed paragraph on why the no-cost extension is required. Examples: 1) There is a delay because unable to hire a technical assistant, 2) Unable to complete the project because waiting for a piece of equipment.)*

Should you have any questions, please do not hesitate to contact me at (fill in award recipient phone number and email or fund manager/department administrator’s phone number and email).

Sincerely,

(fill in award recipient name & title for signature)

**Procedures for Processing a No-Cost Extension Letter**

1. Submit the letter signed by the Award Recipient to Fernando Mares at fmares@health.ucsd.edu.

2. TDSIEC will review, then notify the award recipient of approval within 72 hours of receipt.

3. TSDIEC must receive the no-cost extension letter no later than 30 working days before the end of the project period.