

ALES RESEARCH TIP SHEET #4 December 2022



1. No-cost end date extensions:

Used to extend the end date of research activities & time available to spend on a grant. Request through the Researcher Home Page (RHP), select 'Amendment' from the drop-down menu in the Request column (far right). Sponsor's written approval for the end date extension must be attached to the amendment request on the RHP.

- For Tri-Agency grants, a [grant amendment form](#) must be sent to the relevant agency by the institution in order to request the extension prior to the RHP Amendment request. Contact the ALES Research Partner [Terra Garneau](#) for guidance on this process.
- For other external or internal funding, written approval from the sponsor must be obtained by the Researcher and included in the RHP amendment request (email or letter).
- General Services, donation and conference accounts only require RHP online approvals.
- Always request a specific extension end date from the sponsor and submit your Amendment request as early as possible.

2. Authorized Over Expenditures (OE), administrative end date extensions and Salary/Benefit Adjustments (SBA):

Authorized OE (request as above from the drop-down menu under Request on the RHP)

- Used to allow continuity of research activities on multi-year awards. Must comply with [UofA authorized OE policy](#). **Not** used to reopen a grant to move expenditures.

Administrative end date extensions (request through RSO – rsoinfo@ualberta.ca)

- Used to reopen a grant for 10 business days to move expenditures incurred **prior** to the grant end date if end date has passed or the grant is closed due to unauthorized OE. When the project is reopened by RSO, contact alescash@ualberta.ca to move expenditures. **Not** used to extend the eligibility of expenditures past the grant end date.

Salary/Benefit Adjustments (SBA) (request through alescash@ualberta.ca)

- Used to move salary expenditures. Details on SBA can be found [here](#).
- SBAs should be avoided as much as possible. SBAs across fiscal years must be well justified and require approval from RSO finance.

ALES Research Team:

For more information and resources check the ALES Research webpage (intranet):

<https://intranet.ales.ualberta.ca/research/>