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/