

**USC Lancaster Research and Productive Scholarship Grant
Procedure for Requesting Grant Period Extensions or Changes in Funding Allocation**

If a grant recipient needs to make changes to a grant, please review the process below.

Extensions may be requested under the following circumstances:

- project is not finished
- funds are still remaining in the grant
- generally, the grant period may be extended by no more than one calendar year from the end of the original grant period
- in some circumstances, grants may be deferred to the next award cycle.

To request an extension, the grant PI should email USCLRPS@mailbox.sc.edu with the following information by no later than April 30 of the award year:

- name of grant recipient
- a brief explanation of the reason for needing an extension [such as, project requires extension due to university shutdown surrounding Novel Coronavirus (COVID-19)]
- original project end date
- new end date requested (must be a specific date such as 3/15/2021).

Funding reallocation may be requested under the following circumstances:

- the PI wishes to redistribute grant funding from one expenditure area to another over the amount of \$1000 (from salary to equipment, or vice versa, or adjustments in travel or equipment costs)
- funding reallocations under \$1000 are at the discretion of the PI as long as the original intent of the grant is still fulfilled
- all grants must remain within budget, and no additional allocations from the Research and Productive Scholarship grant funds will be issued.

To request funding reallocations, the PI should email USCLRPS@mailbox.sc.edu with the following information:

- name of grant recipient
- a brief explanation of the reason for needing to shift funding allocation (for example, increased travel costs require shifting funding from salary)
- attach an updated budget with the proposed reallocation.

In all cases, appropriate invoicing or personnel paperwork must be completed in consultation with the Business Office.