

# Reckitt Global Hygiene Institute

## No Cost and Costed Extension Policy

Policy number: P500

### 1. Policy Statement

This policy replaces RGHI's approach to research contingency funding. All communications that predate this policy document regarding availability of contingency funding are overwritten by this policy (other than for Fellows with contingency funding agreed in their Fellowship Agreement).

This policy outlines the eligibility criteria for current award holders to request a grant or fellowship extension, and the processes for requesting and granting extensions.

**This policy applies to:** Current RGHI award holders

All award holders are expected to adhere to this policy from the Effective Date (see below) unless a prior arrangement has been formally agreed between the award holder and RGHI.

### 2. No-Cost Extensions

#### 2.1 Criteria for No-Cost Extensions

Award holders may request a no-cost extension of up to 12 months from the original end date of the award if necessary for the completion of the work and proposed outputs.

Requests will be approved on a case-by-case basis.

#### 2.2 Process for Requesting a No-Cost Extension

Award holders must submit a formal request for extension via email to RGHI, at [grants\\_admin@mail.rghi.org](mailto:grants_admin@mail.rghi.org)

The request should include:

- A detailed justification for the request.
- An update on the expenditure of the funding, including:
  - Project expenditures against the current award in the RGHI budget reporting template (found in Foundant).

- Projected use of funds during the NCE.
- A timeline for the completion of the work outlining any potential risks to completion within the extended time and mitigation strategies to manage the risks.

RGHI will review the request, and notify the award holder within four weeks of the date of request. If RGHI is unable to make a final decision by this deadline, they will provide a clear reason and updated timeline for the decision.

## 3. Costed Extensions

### 3.1 Criteria for Costed Extensions

Costed extensions may be requested from RGHI in the following circumstances:

- Unforeseen salary increases, such as promotions or inflationary increases, resulting in additional costs.
- Unforeseen price increases of materials or supplies needed to conduct the study e.g. laboratory supplies.
- Exchange rate fluctuations impacting project costs.
- Major unforeseen circumstances (force majeure) causing delays and/or additional costs to complete the required work.

Costed extensions are only intended to cover costs necessary to meet the originally agreed objectives of the research. This is not intended to be a mechanism to extend the duration, timeline or scope of awards.

### 3.2 Process for Requesting a Costed Extension

Award holders must submit a formal request for extension via email to RGHI, at [grants\\_admin@mail.rghi.org](mailto:grants_admin@mail.rghi.org)

For costed extensions, the request should include:

- A detailed justification for the extension.
- An update on expenditure of the existing funding allocation (Project expenditures against the current award in the RGHI budget reporting template (found in Foundant)).
- A budget detailing how much budget is requested and how the additional funds will be used.

- A timeline for the completion of the work outlining any potential risks to completion within the extended time/budget and mitigation strategies to manage the risks.
- Document any cost-saving measures or adjustments already made to address the issue without requiring additional funding. For example:
  - Reducing non-critical expenses.
  - Prioritising core project activities.
  - Show that contingency funding is a last resort after all other options have been explored.

RGHI will review the request, and notify the award holder within four weeks of the date of request. If RGHI is unable to make a final decision by this deadline, they will provide a clear reason and updated timeline for the decision.

## 4. Contracting

If an extension is approved, RGHI will issue a contract variation. Award holders must adhere to the terms and conditions outlined in their original award agreement, as well as any additional requirements specified in the contract variation.

## 5. Contact

For further assistance or to help with any queries, please contact [grants\\_admin@mail.rghi.org](mailto:grants_admin@mail.rghi.org).

## 6. Policy Administration

### 6.1 About this Policy

**Version:** v2

**Effective Date:** 4-Nov-2024

**Policy owner:** Emily Giles, Operations and Communications Manager

**Policy sponsor:** Sarah Roberts, Executive Director

**Contact:** Emily Giles or Jamie Nunn, [grants\\_admin@mail.rghi.org](mailto:grants_admin@mail.rghi.org)

**Appendices:** None

The Board of Directors of RGHI adopts this policy to establish clear guidelines, promote best practices, and ensure compliance with applicable laws and regulations. This policy aims to support RGHI's mission and enhance organisational effectiveness.

RGHI's Executive Director is responsible for ensuring implementation of this policy.

RGHI reserves the right to revise and amend this policy as necessary to ensure alignment with organisational objectives and funding priorities.

For all RGHI Policies and Standard Operating Procedure, see [www.rghi.org/public-policies](http://www.rghi.org/public-policies)

## 6.2 Document History

Date	Version	Reason/Description
26 August, 2024	Version 1	Executed Policy
04 November, 2024	Version 2	Changes made to increase clarity over language and process following first round of requests
26 November, 2024	Version 3	Change made to clarify requirements for a costed extension