

# Reckitt Global Hygiene Institute

## No-Cost Extension Policy

Policy number: P500

### 1. Policy Statement

This policy outlines the eligibility criteria for current award holders to request a no-cost extension to their grant or fellowship, the process for submitting a request, and the process for contract amendments.

**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.

Currently, no awards may be extended beyond December 2026.

If a no-cost extension is granted, award holders may not request contingency funding within the extension period.

#### 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)

Except in exceptional circumstances, the request must be submitted no later than six months before the end date of the award.

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. Contracting

If an extension is approved, RGHI will issue a contract amendment. 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 amendment.

### 4. Contact

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

### 5. Policy Administration

#### 5.1 About this Policy

**Version:** v4

**Effective Date:** 12 May 2025

**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, see [www.rghi.org/public-policies](http://www.rghi.org/public-policies)

## 5.2 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
12 May, 2025	Version 4	Changes made to separate No-Cost Extensions from use of contingency funds