

# **Joint Fire Science Program Past-Due and Project Extension Policy**

## **September 1, 2016**

### **Goals**

- Ensure required progress reports and final reports are received by the Joint Fire Science Program (JFSP) in a timely manner
- Ensure project objectives are met and other deliverables, as applicable, are received
- Eliminate or minimize the number of past-due projects

### **Past-due projects**

The JFSP policy is that no new proposals will be reviewed with Principal Investigators (PI) or Co-PIs that are PIs or Co-PIs on past-due projects as of the closing date of the FON. Past-due projects are highlighted on “My Page” when PIs sign in to the JFSP website.

Projects are considered completed once the final report, including any applicable required metadata associated with collection, generation, or compilation of new data by the project, has been reviewed and approved by the JFSP Office and other required deliverables, such as user guides when applicable, are complete. Project data should be archived per the data management plan as soon as possible, but no later than six months after project completion.

### **Extension requests**

Extensions are granted at the discretion of JFSP and with the approval of BLM procurement staff when appropriate. Projects must have fulfilled all JFSP administrative requirements, including timely submission of annual progress reports, to be eligible for extensions.

Extension request must be submitted via the project extension tab in the database by the PI. Extension requests should be made at least 90 days prior to the project end date. Requests that come in less than 90 days before the project deliverable date are vulnerable to procurement deadlines and priorities and may not be granted. Under no circumstances will extensions be granted if the extension request is received after the project end date listed in the JFSP database.

Extensions normally will be granted under the following circumstances:

- Unforeseen delays in receiving funds or funding sub-agreements
- Unforeseen delays implementing treatments and the implementing agency remains committed to the project
- Unavoidable, significant delays in hiring personnel
- The PI or co-PI has experienced major health issues that prevent project work
- Cost savings are proposed for additional outreach and information sharing

Extensions will be granted for a maximum of one year. Requests for a second extension or for an extension beyond one year will be granted only under extreme extenuating circumstances agreed upon by the program office and grants officer.

### **Notifications**

- The JFSP Office will work with PIs when award letters are transmitted and agreements/transfers are established to ensure mutually agreeable start and end dates.
- The JFSP Office will regularly email a reminder to PIs and Federal Cooperators of projects with upcoming end dates, and advise PIs and Federal Cooperators that under no circumstances are funds to be spent after the specified end date of an award.
- Past-due PIs will receive a regular email notice from the JFSP Director.
- Notification of upcoming due dates for annual progress reports will be emailed to project PIs.