Joint Fire Science Program Extension Request Policy
August 2026

Extension requests
Extensions are granted at the discretion of JFSP, with the approval of BLM agreements staff, and after policy review. Projects must have completed all JFSP administrative requirements, including timely submission of annual reports, to be eligible for extensions.

Extension requests are not automatically approved and will only be considered under limited circumstances with compelling reasons to extend an agreement.

Extensions will only be granted one time for a maximum of one year. Although an agreement can be extended for up to one year, this timeframe is not a given. **Principal Investigators (PIs) should only request the amount of time necessary to complete the remaining objectives and/or deliverables on a project. The justification must clearly explain why the original scope of work was not met within the proposed timeline, describe how the outstanding work will be completed, and clearly demonstrate the need for the amount of time requested.**

For an extension request to be considered, investigators must provide specific and detailed information on the **extension tab in the JFSP database** on the following:

- A detailed explanation of the **compelling reason(s) for the project delay.** Please be specific – requests without a compelling reason will not be considered. For example: Fire season has not started, staffing issues due to changeover, and/or changing recipient on sub-contract.
- What objectives and/or deliverables have been completed?
- An updated project workplan outlining the remaining deliverables with a specific timeline that reflects the new requested end date.
- An explanation of how this extension will allow the PI to complete those objectives and/or deliverables?
- A detailed explanation of what the benefits to the public and government will be if the request is granted.
- Projects funded via assistance agreements (see definitions below) will be required to complete an additional step of submitting a Type 8 Period of Performance adjustment amendment into GrantSolutions if the extension is approved by the Program Office. You must complete all the documents required in the system and upload **both the justification and the new workplan into the system**. When you have submitted into GrantSolutions, please email Becky Jenison (bjenison@blm.gov) and Patricia Glass (pglass@blm.gov) stating your request has been submitted.
- Projects funded via Inter-agency agreements (see definitions below) should submit an extension request in the JFSP database on the extension tab.

Requests that are not detailed enough and that do not provide the information requested above will not be considered.

Requests to extend an agreement must be submitted **at least 90 days before the agreement end date**. Requests received with less than 90 days' notice are subject to procurement workload and deadlines and are not guaranteed approval. During the final quarter of the federal fiscal year (July–September), priority is given to issuing new awards. If your agreement end date falls within this timeframe, extension requests must be submitted well in advance to ensure adequate processing time.

Extension requests received after the agreement end date will **not** be considered under any circumstances.

Please note that the following are NOT valid reasons for requesting an extension:

- Delays related to COVID-19 are no longer considered valid and may not be cited in extension requests.
- Having unspent funds at the end of a project end date.
- A PI or Co-PI being unable to complete objectives and/or deliverables due to commitments to other projects or jobs.
- Wanting to do additional work or field seasons outside the original program of work submitted and approved in the original project proposal.

Definition of agreements:

- **Assistance agreements** – All non-federal projects are funded via assistance agreements. This includes universities, states, non-profits, etc.
- **Inter-agency agreements** – All projects funded through a federal agency. This includes any project that has requested any federal funding from JFSP.