

Cougar Initiative to Engage (CITE) No-Cost Extension Application

Through the no-cost extension application, CITE allows grant winners to continue their project using unused funds that were awarded to the project. This application may also be completed for projects that have not been implemented due to the current conditions.

Please provide a justification for your request for a no-cost extension by providing the information requested below. ***Indicate whether implementation depends on current travel restrictions and social distancing measures being lifted. If you are able to implement the program online or in HyFlex, indicate what changes, if any, you have made from your proposed program.***

Project Name:

Explain why the funds were not all spent.

Provide a statement of what funds remain.

How do you plan to spend the remaining funds? Include a time line.

Provide a description of any changes that were made to the project.

Provide a short report on grant activities to date.

Instructions for Submitting Your No-Cost Extension Application

1. Save your renewal and any supporting documents as one document with the following naming convention:
 - Projected start for project: year, semester (fall-FA, spring-SP, summer-SU)
 - nocost (for no-cost extension)
 - Last name of and first initial *primary* contact, i.e. contact who will be actively engaged in meetings and conversations to revise your submission. You may list up to two names.
 - Short, descriptive title of proposal of no more than 45 characters
 - Original (for the version)
 - Do not include any spaces

Example: 2021FA_nocost_Smith, A_(Marketing_Study_Abroad)_Original
 2020SU_nocost_Smith, A & Johnson, L_(Marketing_Study_Abroad)_Original

2. Attach your renewal to an email to coogsengage@uh.edu. Please include your name, title, and contact information in the body of your message as well as the name(s) and title(s) of any other team members. Once we receive your submission, the CITE Office will contact you to arrange a meeting with the Director regarding next steps in the proposal development process.