

ONR SUBMISSION REQUIREMENTS FOR RATE EXTENSIONS

CHECKLIST

1. **Transmittal Letter:** A formal letter requesting the rate extension and specifying the number of years (up to 4) the rate extension is requested.
2. **Rate Extensions for 1 to 2 Years:** The formal letter mentioned above is required. Additional information may be requested on a case by case basis.
3. **Rate Extensions for 3 to 4 Years:**
 - a. The formal letter mentioned above.
 - b. Financial statements (such as most recent audited financial statements and A-133 reports, preliminary or draft financial statements for recently completed fiscal year not yet audited)
 - c. Updates on the MTDC for Research (and other rates with significant federal activity) since the last negotiations, as well as projections for the next three or four years.
 - d. Updates on the Research space since the last proposal (such as new buildings, major renovations, closed buildings) plus projections for anticipated changes to Research space for the next three or four years.
 - e. Additional information may be requested on a case by case basis.