

# Grant & Contract End Personnel Extension Plan



PTE Federal Award No.  
XXXXXXXXXXXXXXXXXX  
Utah State University

Sub- Award No.  
XXXXXXXXXXXX  
XXXXXXXXXX High School

**Employee:**

**Position:**

Date	Job Description or Task	Hours
USU Authorizing Signature		Total Hours

GEAR UP positions are school district employee contracts. Typically, non-certified contracts end on or before July 1, prior to the subsequent fiscal year. Personnel positions for GEAR UP extending beyond June 30 are allowable for grant-related obligations only, and should **not exceed 7 working days or a total of 56 hours. All personnel contracts must be closed with payroll submission prior to August 1.**

\_\_\_\_\_  
GEAR UP Site Coordinator Date

\_\_\_\_\_  
School Administrator Date