

## GUIDELINES FOR NO-COST EXTENSIONS

If you cannot complete your project aims within the specified project period, many sponsors will allow you to extend your project. We refer to this as a no-cost extension (NCE). A NCE extends the original project period, allowing the completion of project aims without additional funds being provided by the Sponsor. You must have a scientific, project-related reason to extend your project end date. Extensions may **not** be obtained for the sole purpose of spending remaining funds.

Your award document should indicate the process for obtaining a NCE. If your award does not provide a NCE option, please contact your Contract Administrator in the Office of Sponsored Programs (OSP) who will guide you through the process. Sponsors have different procedures for implementing a NCE.

If your request for a NCE is under Expanded Authorities (meaning that your award specifically mentions Expanded Authorities or is under the Federal Research Terms and Conditions (RTC)), please complete the No-Cost Extension Request form and forward it to your Contract Administrator in OSP.

If your request for a NCE is not under Expanded Authorities, a more formal letter may be necessary in order to request an extension. Any questions regarding the format required and process to follow for specific Sponsors should be directed to your Contract Administrator in OSP.

### FREQUENTLY ASKED QUESTIONS:

➤ **When should I request a no-cost extension?**

Individual Sponsor requirements vary. For specific information regarding your project, refer to the terms and conditions included in your notice of award. First-time requests are generally due to the Sponsor at least thirty (30) days prior to the current end date of the project. In order to allow OSP sufficient time to review and approve the request, and submit request to sponsor, we ask that you submit the request to our office at least forty-five (45) days in advance of the current end date of the project.

➤ **How long of an extension can I request?**

You should request the actual amount of time needed to complete the project. Most Sponsors will not allow more than twelve (12) months per request. We suggest twelve (12) months, but would recommend no less than six (6) months.

➤ **Can I send the request directly to the Sponsor?**

No. The extension request can be submitted in two (2) ways.

1. If the project is funded with Expanded Authorities, the No-Cost Extension form must be initiated by the PI and submitted to OSP for review and approval. Once approved by OSP, we will notify the Sponsor of the extension.
2. If the project is not funded under Expanded Authorities, a letter of request (if applicable) should be forwarded to OSP review/approval prior to submission to the Sponsor

➤ **What are some examples of valid reasons for requesting a no-cost extension?**

- Additional time is needed to assure completion of the original project scope
- Delay in hiring appropriate personnel
- Extensive delay in production or shipment of key equipment or supplies
- Time lost due to transfer, illness or injury of key personnel
- Completing reports and/or analysis

➤ **Can I request a SECOND no-cost extension?**

Some Sponsors may not consider a request for a second extension. Requests for a second no-cost extension usually require more detailed justification and direct review by the Sponsor. Consult the terms and conditions of your award, Sponsor guidelines and contact OSP for guidance.

➤ **What if my request must be submitted to the Sponsor electronically, such as via NSF FastLane or NIH eRA Commons?**

We will require the completed no-cost extension request form, in addition to the electronic submission information.