

No Cost Extension Guidance

A no-cost extension (“NCE”) extends the end date of a project without additional funding. NCE’s may be necessary in order to complete the work of the project if you cannot complete your project aims within the specified project period. 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. Projects that are spent out or in a budget deficit will not be extended without additional funding.

Process

When should I ask for a NCE?

The NCE request is first initiated by the PI and sent to the attention of the ORSP Grant and Contract administrator (GCA). Requests should conform to the sponsor’s requirements and the guidelines below. In general, the PI will explain the reason for the extension and provide a budget for the remaining work. The ORSP will consider the PI’s NCE request and, if approved, submit the formal NCE request to the sponsor. Upon written sponsor approval, the PI may continue the program effort until the revised performance ending date. Be aware of the sponsor’s timeline for granting NCE’s. **In general, requests should be made to the ORSP at least 60 days before the program end date; some sponsors require more advance notice.**

How long of an extension can I request? Can I get more than one extension?

You should request the actual amount of time needed to complete the project. Most Sponsors will not allow more than 12 months per request. We suggest 12 months, but no less than 6 months. 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 ORSP for guidance.

What are some of the examples of valid reasons for requesting a NCE?

- 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

How will I know if my request is approved?

ORSP is authorized to approve initial NCE’s for NIH and NSF funding. We will notify you when the NCE is in effect. If ORSP is not authorized to approve the request (in the case of private funders), we will notify you when we receive the Sponsor’s decision. If the Sponsor sends the decision notification directly to your attention, please forward a copy to ORSP so that we can update your account information.

Procedure and Required Information

Email your ORSP GCA with the following information:

- Provide sponsors funding number or UMB account number.
- The requested extension end date.
- Scientific/programmatic justification explaining the need for the extension of time. **This narrative should be written as if you were writing your program officer requesting an extension. If required, the ORSP generally forwards this narrative section (as provided by the PI) to the awarding agency in accordance with the grantor's required format.**
- If subawards or subcontracts have been issued and also require an extension, indicate the end date for the subcontract extension and whether funds should be deobligated or additional funds obligated.

NSF NCE Requests:

For an initial 12-month NCE (UMB Authorized Extension) ORSP requires ***no later than 10 business days*** notification if you plan to request an NCE. Please follow this link to initially process your request via Fastlane:

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/what_is_the_grantee_approved_no_cost_extension_notification.htm

Once you paste or type in your justification for the need for additional time. "Submit to SRO" will get it to your GCA who will either approve the justification and submit to NSF or return the justification to the PI to for revision and resubmission. NSF will not issue an amendment to the award as a result of the request. Your Sponsored Projects Officer will update the University records and you will be copied on the electronica transaction through email.

NSF Grantees may authorize a one-time extension of the expiration date of the grant of up to 12 months if additional time beyond the established expiration date is required, to assure adequate completion of the original scope of work within the funds already made available, under the following circumstances:

There will be no change in the project's originally approved scope or objectives, and at least one of the following applies:

- Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project
- Continuity of Sponsor grant support is required while a competing continuation application is under review
- The extension is necessary to permit an orderly phase out of a project that will not receive continued support

For a 2nd NCE, please consult your ORSP GCA no later than 2 months prior to the end of the first NCE. NSF requires at least 45 day notice for a second extension. Please follow this link to process your request via Fastlane:

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/what_is_the_nsf_approved_no_cost_extension_request.htm

NIH NCE Requests:

For the initial NCE, NIH allows a one-time 6, 9, or 12-month UMB-initiated NCE. The NCE is in effect as soon as your ORSP GCA submits the notification via eRA Commons. Notification may be made no earlier than 90 days prior to the end date of the project and no later than 1 day before the end date. Once NIH receives the notification, the budget and project period end dates are updated to reflect the extension of the respective grant record.

If you are requesting a second or third NCE, please discuss this with your GCA well in advance of the scheduled end date and send formal notice via email at least 30 days out. Additional requests require greater detail and cannot be made through eRA Commons. Please keep in mind that it can take up to 3 months for a determination.

The justification needs to include not only the reason for delays, but also a detailed discussion of remaining funds and how these funds will support the remaining tasks - in order to meet the original goals and objectives set forth in the proposal. Please also include a concise work plan for the tasks which remain and justify the need for additional time and demonstrate the ability to complete them without additional cost. Please also state what prevented you from completing the project and expending the funds during the allotted time.