

Procedures for No-Cost Extensions (revised January 2010)

The Principal Investigator (PI) is expected to complete work under sponsored agreements within the project period specified in the award. However, if the PI needs additional time to complete the approved scope of work within the limit of funds already made available either the sponsor, or in certain cases Research Administration and Finance (RA&F), may consider a request to extend the expiration date of the award at no additional cost (commonly referred to as a “No-Cost Extension”, or NCE). The request must be submitted to RA&F utilizing the Rensselaer No-Cost Extension Request Form.

The PI must certify that all research compliance matters are up to date and all technical reports have been submitted for all no-cost extension requests, whether internally reviewed/approved or submitted externally to the sponsor for review and approval. If a project involves the use of humans or animals as research subjects, an updated approved protocol valid for the length of the extension will be necessary. If the portion of the work that involved the use of research subjects is completed, a statement indicating such should be provided.

The fact that there are remaining unspent and/or unobligated funds at the expiration of the award is not sufficient justification for an extension of time. The request must be supported by a scientific justification relating to why the work could not be accomplished on time, and what work will be done during the extension period. Generally, a single extension may not exceed twelve months and only with a written justification will more than one extension be requested by RA&F from the sponsor for approval.

The request must contain:

1. Length of time for which the extension is being requested.
2. A justification for the extension request.
3. A brief statement as to the progress and work remaining to be completed.
4. Unobligated funds currently remaining on the scheduled expiration date.

No-cost extensions that require sponsor review must be submitted to RA&F **ten (10) days** prior to the sponsor imposed deadline for requesting project extensions.

Please note: No-cost extensions do not eliminate the requirement to provide technical reports to sponsors. In fact, in certain instances, an NCE creates an additional reporting requirement. For example, a one year NSF grant only requires the submission of a final technical report; however, when a no-cost extension is granted, both an annual technical report (due by the original term date of the grant) and a final technical report (due no more than 90 days after the new end date of the grant) are required.

Rensselaer No Cost Extension Request Form

Grant J/L:	Org:
Sponsor Name (include Prime):	
Project Director:	
Grant Balance:	Financial Mgr:

Check appropriate box:

- | | |
|---|---|
| <input type="checkbox"/> 1 st extension of 12 months or less | <input type="checkbox"/> 2 nd extension |
| <input type="checkbox"/> 1 st extension exceeding 12 months | <input type="checkbox"/> 3 rd extension or greater |

New Requested Termination Date:

Reason project could not be completed in current time period:

Plans for no-cost extension period:

If this is a late request (as defined by the sponsor), please provide reason:

Note: No-cost extensions will only be considered if all research compliance matters (protocols, labor verifications, etc.) are current and all sponsor required reports have been submitted.

- Indicate status of sponsored required technical reports: Submitted Overdue
- Check applicable compliance boxes:

Human Subjects	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending*	<input type="checkbox"/> N/A
Animal Subjects	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending*	<input type="checkbox"/> N/A
Bio-safety	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending*	<input type="checkbox"/> N/A
Radiation	<input type="checkbox"/> Submitted	<input type="checkbox"/> Pending*	<input type="checkbox"/> N/A
Labor Verifications	<input type="checkbox"/> Signed and submitted	<input type="checkbox"/> Overdue	

* Please notify RA&F upon submission

Additional Comments

Required Signatures: _____
 PI (signature certifies information is accurate) Date

Approvals _____
 RA&F Grant Administrator Date

 RA&F Director Date