

No Cost Extensions – Grants and Cost Reimbursable Contracts

While sponsors expect Principal Investigators (PIs) to complete projects by the stipulated end date, occasionally extra time is needed. A no cost extension (NCE) gives the PI extra time to complete the scope and objectives of the project without additional funds being provided. An NCE requires clear cut justification, RAF approval, sponsor approval, confirmation of unexpended funds, and certification as to the status of required technical reports and other compliance matters. NCEs are not granted solely due to the fact that unexpended funds remain in the project. The [NCE Request Form](#) must be submitted to your pre-award grant administrator at least 30 days prior to the end date of the grant or cost reimbursable contract. The signature of the PI is required in order for the request to be considered by RA&F.

Requests for NCE's must be supported by a strong justification relating to why the work could not be accomplished on time, and what work will be done during the extension period. You should only request the actual amount of time needed to complete the project. Typically, requests range from one to twelve months

An NCE might be relevant in situations where:

- Additional time is needed to assure completion of the original approved project scope and objectives.
- To collect data lost in a campus building fire or other unforeseen incident.
- Lack of success in locating a suitable graduate student or post doc
- Extensive delay in production/shipment of key supplies or equipment
- Transfer of a key project participant, or time lost due to illness, injury, or other medical leave

Please note that if the award requesting a no cost extension has subcontracts, the extension of the Prime does not automatically extend to the subcontracts. Such awards must be extended by submitting the [Request To Change Subaward](#). This can be done once the Prime NCE is approved. Please allow additional time for this to be completed.

If you have any questions, please feel free to contact your RA&F Pre-Award grant administrator at any time. Please look for the next Tip which will address the NCE process as it relates to Fixed Price Contracts.