



No Cost Extensions of Sponsored Projects # 2350.045

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
February 11, 2004	March 30, 2021	Office of Research and Economic Development/ Pre-Award

POLICY STATEMENT

Pre-Award will allow a no cost extension on sponsored projects when the need is properly documented and the extension is allowable under the sponsor award and regulations and federal guidelines and regulations, as applicable.

SCOPE

N/A

REASON FOR POLICY

Pre-Award will allow a no cost extension on sponsored projects when the need is properly documented and the extension is allowable under the sponsor award and regulations and federal guidelines and regulations, as applicable.

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

N/A



CONTACTS

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HISTORY

Initial Effective Date: February 11, 2004; Office of Sponsored Research Administration
Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM
VERSION

Review Dates (*review performed, no updates*): January 12, 2024

Revision Dates (*updates made to document*): February 21, 2007, September 7, 2007, July 21,
2010, March 9, 2017; March 30, 2021.



No Cost Extensions of Sponsored Projects # 2350.045a

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PROCEDURE STATEMENT

A no-cost extension (NCE) on a sponsored project is required to extend the end date on a project when a PI requires more time, but not additional funds, to complete the project. The purpose for the extension should be to benefit the successful completion of project goals as stated in the awarded application. In order to avoid disallowances on the project, the paperwork for a no cost extension should be processed at least 90 days prior to the scheduled end date of a project. Note also that many sponsors require that no cost extensions be requested at least 90 days prior to the project's ending date.

The process to request a NCE varies by agency; therefore, it is best to check with your Pre-Award representative for guidance. The No Cost Extension form provided on the Office of Research and Economic Development web site is to be used for all awards. A budget providing details as to the planned expenditures during the no cost extension period is needed.

The PI must explain why the no cost extension is needed and why the project cannot be completed by the scheduled end date. Pre-Award will review the request and will submit it to the sponsor, as required. The request to the sponsor will be submitted by Pre-Award via a formal letter making the request for the no cost extension, unless the request has to be submitted via a sponsor specific electronic system such as NSF Fastlane, NIH eRA Commons, NOAA Grants Online etc. Documentation attesting sponsor approval must be received by Pre-Award in order to process the NCE. If the sponsor sends the notification of approval directly to the PI then the PI should forward it to Pre-Award for processing of the extension and the PI will receive an email advising of the new project end date.

FDP Awards or under Expanded Authorities

Projects from most federal agency sponsors awarded under the Federal Demonstration Partnership (FDP) or under Expanded Authorities are allowed one no-cost extension of up to 12 months during the life of the project with proper sponsor notification. For all no cost extension requests the PI must complete the No Cost Extension Form on the Office of Research and Economic Development website and forward the form along with the budget plan for the no cost extension period with required signatures to Pre-Award.



If the project has already received one no-cost extension, the sponsor must approve any additional no cost extension requests. The PI must complete the Office of Research and Economic Development No Cost Extension Form, explaining why the no cost extension is needed, why the project cannot be completed by the extended end date and detailing what no cost extensions the award has already received. The PI must forward the Form to his/her Pre-Award representative for review. The request will be formulated into a letter that must be signed by both the PI and Pre-Award and then forwarded to the sponsor. If approved by the sponsor, Post Award will record the new project end date and email the PI.