

## No Cost Extension (NCE) Request Form

Many sponsors allow no cost extensions (NCE) on grant awards. A no cost extension pushes back the final project end date of the previously approved project period. This is typically allowable one time for a period of up to 12 months beyond the original expiration date shown in the award agreement. In order to request a NCE, there must be work left to complete on the original objectives **AND** there must be grant funds remaining.

In a NCE:

- No additional funds are required to be obligated by the sponsor; existing funds remain.
- The project's originally approved scope will not change.
- Additional time beyond the initial expiration date is required to ensure adequate completion of the originally approved project.

The best time to request a no cost extension is usually 30-90 days prior to the project end date and can vary by sponsor. Just because there are funds left is not a justifiable reason for a no cost extension. There must be work left to accomplish on the original project.

As they are an extension of a legal agreement, all no cost extensions must be documented in writing. Until written sponsor approval is received the award will not be extended. No spending should ever occur after the project end date. See FAQs (<https://www.marquette.edu/research-sponsored-programs/documents/no-cost-extension-guidance-faq.pdf#search=no%20cost%20extension%20FAQ>) for more information.

This form is to be completed by Principal Investigators (PIs) requesting a no cost extension for their externally-funded project. Please provide all requested information to facilitate review of your request.

\* This form will record your name, please fill your name.

1. PI Last Name \*

2. PI First Name \*

3. PI E-mail Address \*

Please enter an email

4. Title of Project for NCE request: \*

5. MU Account # \*

Account number will be five digits starting with a 7 (e.g., 7XXXX)

Number must be between 70000 ~ 79999

6. Project's Current End Date \*

7. I am seeking an NCE from: (select one) \*

- National Institutes of Health (NIH)
- National Science Foundation (NSF)
- Other Sponsor (including when MU is the subaward)

8. Is this your first NCE or is it a subsequent extension request to NIH? \*

- First request
- First request on an R15 - Academic Research Enhancement Award (AREA)
- Second or subsequent extension request

9. Is this your first NCE or is it a subsequent extension request to NSF? \*

- First request
- Second or subsequent extension request

PREVIEW ONLY

## NIH First NCE Request

NIH Standard Terms of Award include the provision for grantees to extend the final budget period of a previously approved project period one time for a period of up to 12 months, without additional NIH funds. This action, called a No-Cost Extension (NCE), must be taken before the project period ends.

Grantees may extend the final budget period of the project when the following conditions are met:

- If no additional funds are required from the NIH awarding office
- If there will be no change in the project's originally approved scope
- If no term of award specifically prohibits the extension

In order to request an extension, one of the following criteria must be applicable:

- Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project
- Continuity of NIH 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

This information can also be found at No-Cost Extension (NCE) for

NIH Grants (<https://www.era.nih.gov/erahelp/commons/Commons/status/NCE.htm>).

NIH allows first no cost extensions to be made up to 90 days prior to the award end date. This form may be submitted to ORSP prior for review, but no extension can be approved until the extension link is opened in eRA Commons. First NCEs may be submitted up until the project end date.

In the case of a no cost extension, a Research Performance Progress Report (RPPR) will not be required in the current project year that is being extended. A Final Research Performance Progress Report (FRPPR) will be required 120 days after the end after the end date of the extended project period.

This form is for projects on which the award is made directly to Marquette from the NIH. If you are receiving NIH funds as a sub-awardee to another entity, please use the Other Sponsor NCE submission form.

10. Are you looking to complete an NIH First NCE Request? If so, select yes and proceed with the form. If no, click Back and select the appropriate option. \*

Yes

11. NIH Project Number \*

Enter your answer

12. Are you requesting a 12 month no cost extension? (12 months is the maximum request.) \*

Yes

No

13. If no, how many additional months are you requesting? \*

The value must be a number

14. Rationale for NCE less than 12 months \*

Only answer if you are requesting less than 12 months.

15. During the no cost extension period, will you be continuing to strive toward the originally proposed and approved objectives? \*

Yes

No

16. If no, please explain \*

Only answer if you will NOT be continuing toward the original objectives.

17. Will you be changing or expanding the originally approved scope of work? \*

Yes

No

18. If yes, please explain \*

Only answer if you will be changing or expanding the scope of work.

19. Reason that the original timeline needs to be extended (e.g., difficulty staffing, equipment needed to be fixed, etc.) \*

20. Specifically describe what work is left to be done and to which initial objective(s) the activities relate. \*

PREVIEW ONLY

21. Estimated remaining balance as of the original expiration date \*

Please verify with ORSP or with your unit's director of business affairs.

The value must be a number

22. Describe very generally how you will use the remaining funds. \*

23. You must commit some amount of measurable effort during the NCE period. The effort committed during the NCE can be different than what was promised throughout the life of the base grant, and it can be a very small amount (ex. .25 summer months). The effort can be paid from the grant or cost shared.

How much effort do you plan to devote to this project in the NCE period? \*

Select one method to report your effort.

Summer Months & Academic Year Months

Calendar Year Months

24. If Summer Months & Academic Year Months, please specify: \*

Enter as: [#] Summer Months, [#] Academic Year Months

25. If Calendar Year Months, please specify: \*

Enter as: [#] Calendar Year Months. If effort already entered as summer and academic year months in previous question, enter 0.

The value must be a number

26. Will this effort be: (select one) \*

Grant Funded

Cost Shared

27. Are there any subawards or other external agreements (e.g., consulting, etc.) that will need to be extended as a result of your no cost extension? \*

Yes

No

28. If yes, who is the other party? \*

29. Should their no cost extension match your new end date? \*

Yes

No

30. If no, what should their new end date be? \*

31. Will there be any budget increase or decrease in the NCE period? \*

Yes

No

32. If yes, please explain \*

33. Do you have another party that needs to be extended? \*

Yes

No

34. I, as Principal Investigator of this award, certify that to the best of my knowledge the information included in this form is true. Please confirm by typing your name below as a form of signature. \*