

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

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NSF Second or Subsequent NCE Request

This form is for projects on which the award is made directly to Marquette from the NSF. If you are a subawardee to another entity, please use the Other Sponsor NCE submission form.

If additional time beyond the extension provided by the grantee is required and exceptional circumstances warrant, a formal request must be signed and submitted by the AOR via use of NSF's electronic systems. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. That unobligated funds may remain at the end of the grant is not in itself sufficient justification for an extension. The plan must adhere to the previously approved objectives of the project. NSF will not extend an award that contains a zero balance.

The request should be submitted to NSF at least 45 days prior to the end date of the grant. All late requests must include a strong justification as to why it was not submitted earlier.

The second (or any subsequent) no-cost extension request will be subject to the approval of an NSF Grants and Agreements Officer, and, if approved, will be in the form of an amendment to the grant specifying a new end date. Recipients are cautioned not to make new commitments or incur new expenditures after the end date of the award in anticipation of a no-cost extension. In addition, recipients must be aware that most NSF appropriated funds have a limited period of availability for expenditure before the appropriation cancels.

Also note that you will have a report due to NSF on the initial end date of the project, as well as 120 days after the new project end date.

More information can be found on the NSF website (<https://www.nsf.gov/policies/pappg/23-1/ch-6-nsf-awards#6D3c>).

85. Are you looking to complete an NSF Second or Subsequent NCE Request? If so, select yes and proceed with the form. If no, click Back and select the appropriate option. *

Yes

86. NSF Award Number *

Enter your answer

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

Yes

No

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

The value must be a number

89. Rationale for NCE less than 12 months *

Only answer if you are requesting less than 12 months.

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

Yes

No

91. If no, please explain *

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

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

Yes

No

93. If yes, please explain *

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

94. 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

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95. **Justification for NSF-Approved No-Cost Extension (1200 characters maximum, including spaces).** Please address the following: Reason that the original timeline needs to be extended (i.e., difficulty staffing, academic calendar/training period extends beyond project period, etc.). Specifically what work is left to be done and to which objective(s) do the activities relate. *

Please enter at most 1200 characters

96. **Plan for Use of Unobligated Funds** (1200 characters maximum, including spaces). Describe how you will use the remaining funds. *

Please enter at most 1200 characters

97. **Explanation for late request** (1200 characters maximum, including spaces). Complete this if request is submitted less than 10 days prior to the initial project end date. Otherwise, enter N/A. *

Please enter at most 1200 characters

98. 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

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

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

100. 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

101. Will this effort be: (select one) *

Grant Funded

Cost Shared

102. 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

103. If yes, who is the other party? *

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

Yes

No

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

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

Yes

No

107. If yes, please explain *

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

Yes

No

109. 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. *

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