REQUESTING A NO COST EXTENSION (NCE) ON AN AWARD

UNIVERSITY POLICY

Awards should be managed in such a way to avoid excessive requests for no cost extensions. In cases where a NCE is absolutely required, the principal investigator (PI) should submit a justification letter to the Vice Chancellor (VC) for the Division of Research and Economic Development (DORED) through the Office of Sponsored Programs (OSP). The request should include the following information:

- Summary of progress to date (Copy of the Progress Report)
- Reason why the work was not completed
- Length of additional time required to complete project objectives and justification
- An estimate of remaining funds and a detailed spending plan
- A copy of assessment meeting plan with Vice Chancellor of DORED

The VC for DORED will decide on the merits of the request based on a number of factors including, what percentage of the money has been spent, the history of the project including previous NCE if any, the merits of the proposed spending plan, etc. The VC may consult with the Dean/Associate Dean of the School/College, if necessary.

Upon approval by the Vice Chancellor and other appropriate university officials, the Grant Administrator will forward the request to the sponsor for consideration. If the extension is approved by the sponsoring agency, the Grants Administrator will update the profile and forward a copy of the extension to Contracts and Grants, with a copy to the PI. If the extension is not approved by the sponsor, the PI will be notified.
The guidelines for extending the period of an award are normally provided in the awarding agency guidelines. If the award is with the State or a private agency, the terms are normally stated in the award document. If the occasion arises when there are no guidelines or regulations covering a particular situation, DORED will be responsible for providing or obtaining the applicable guidelines.

In all cases, six months prior to the end of a project deadline, PIs will meet with VC for DORED to determine whether NCE will be necessary. For project durations of less than six months, the PI will meet with VC for DORED three months prior to the end of the project deadline to determine whether NCE will be necessary.

Approved by the Board of Trustees

Date Revision is Effective: Upon approval

First approved: Prior to July 2006
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