

**No Cost Extension Requests
By Agency**

Agency – Reference Documents	Requirements	Method	Deadline
ANL (Argonne/DOE)	As per contract. Per OSR, “fellowships” for PhD students and post-doctorals do not allow for NCE. Please consult with OSR GCO at Pre-award stage.	Written; <i>PI must email Technical Representative</i>	45 days (in lieu of written terms & conditions or agency instruction)
DOD – DoD Grant & Agreement Regulations 32.25 Revision of Budget & Program Plans d.3.	Under certain conditions, a DoD Component may authorize a recipient to initiate, without prior approval, a <i>one-time</i> NCE for a period of up to 12 months, as long as the NCE does not involve a change in the approved objectives or scope of the project. The conditions for waiving this prior approval are that the DoD component must judge that the NCE would not cause the DoD component to fail to comply with DoD funding policies.	Not indicated, notify the specific office (ONR, AFOSR, Army, etc.) that made the award.	10 calendar days before the original expiration date of the award.
DOE (Office of Science) – Code of Federal Regulations 600.26 Funding (d) Extensions.	Unless otherwise specified in the award terms and conditions, recipients of financial assistance awards, except recipients of SBIR awards (See §600.181), may extend the expiration date of the final budget period of the project (thereby extending the project period) if additional time beyond the established expiration date is needed to assure adequate completion of the original scope of work within the funds already made available. A <i>single</i> extension, which shall not exceed twelve (12) months, may be made for this purpose, and must be made prior to the originally established expiration date.	Written	The recipient must notify the cognizant DOE Contracting Officer in the awarding office in writing within ten (10) days of making the extension.
NASA – Guidebook for Proposers Appendix D.3 (January 2008)	A no cost time extension of an award can be requested when a PI for a selected investigation realizes that he/she cannot complete the objectives of the proposed project before the specified expiration date of the award. In most cases of a grant or cooperative agreement with a nonprofit entity, the recipient organization may unilaterally initiate a <i>one-time</i> no cost time extension of the award’s expiration date for up to 12 months by notifying the NASA Award Officer of the revised date and the justification for the extension. A copy	Written	Must be received by the NASA Grant Officer at least ten (10) days prior to the end of the period of performance.

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NASA, continued	<p>of this request should also be sent to the Technical Officer (ONR). <i>NASA has the right to deny the extension if it is determined that it is merely for the purpose of using unobligated funds, if the extension may require additional funds, or if the extension involves any change in the approved objectives or scope of the project.</i></p> <p><i>A no cost time extension allows the completion of the objectives for which the proposal was selected that have not been accomplished in the originally specified period of performance owing to unforeseen circumstances (e.g., <u>the inability to hire a critically important graduate student or postdoctoral employee in time; the breakdown of a unique and critical piece of equipment; or the inability to coordinate important activities with Co-Is through circumstances beyond the control of the PI.</u>) A no cost time extension may <u>not</u> be implemented merely to use funds that are unspent because of the untimely planning of activities within the original period of performance.</i></p>		
NIH, continued	<p>The grantee may extend the final budget period of the previously approved project period one time for a period of up to 12 months beyond the original expiration date shown in the NGA if</p> <ul style="list-style-type: none"> ~no additional funds are required to be obligated by the NIH awarding office, ~the project’s originally approved scope will not change, and <p>any one of the following applies:</p> <ul style="list-style-type: none"> ~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 	<p>E-mail requests must be clearly identified as NCE or prior-approval requests, must reflect the complete grant number in the subject line, and should be sent by the AOO to the GMO that signed the NGA. (E-mail addresses for NIH staff can be obtained from the NIH Directory and E-Mail Forwarding Services at http://directory.nih.gov.) E-mail requests must include the name of the grantee, the name</p>	<p>(1st NCE; grantee-approved) The grantee must notify the NIH awarding office, in writing, of the extension 10 days before the expiration date of the project period.</p> <p>(2nd NCE; prior approval) At least 30 days before the proposed change.</p>

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NIH, continued	<p>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.</p> <p><i>The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.</i></p> <p>Upon notification, the NIH awarding office will revise the project period ending date and provide an acknowledgment to the grantee. In extending the final budget period of the project period through this process, the grantee agrees to update all required certifications and assurances, including those pertaining to human subjects and animal welfare, in accordance with applicable regulations and policies.</p> <p>Grantees may not extend project periods previously extended by the NIH awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires NIH prior approval. Grantees are reminded that all terms and conditions of the award apply during the extended period. All requests that require prior NIH approval must be made in writing (e-mail is acceptable) to the Grants Management Officer. The request must be endorsed by the Authorized Organization Representative. Failure to obtain required prior approval from the appropriate NIH awarding office may result in the disallowance of costs, termination of the award, or other enforcement action within the NIH's authority.</p> <p>The GMO will review the request and provide a response to the AOO indicating the final disposition of the request. The</p>	<p>of the initiating PI, the PI's telephone number, fax number, and e-mail address, and comparable identifying information for the AOO. If the entire message of the request cannot be included in the body of the e-mail, the request should be submitted to NIH in hard copy.</p>	

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	<p>GMO will provide copies of the response to the PI and to the cognizant NIH PO. Only responses provided by the GMO are to be considered valid. <i>Grantees that proceed on the basis of actions by unauthorized officials do so at their own risk, and NIH is not bound by such responses.</i></p>		
NSF	<p>Grantee-approved extension – Grantees may authorize a one-time extension of the expiration date of the grant of up to 12 months if additional time beyond the established expiration date is required to assure adequate completion of the original scope of work within the funds already made available. This one-time extension may not be exercised merely for the purpose of using the unliquidated balances. Grantees are not authorized to extend an award that contains a zero balance. The grantee shall notify NSF, providing supporting reasons for the extension and the revised expiration date. For grantee-approved extensions, no amendment will be issued.</p> <p>NSF-approved extension – If additional time beyond the extension provided by the grantee is required and exceptional circumstances warrant, a formal request must be submitted. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. As above, unliquidated balances are not in itself sufficient justification for an extension. The plan must adhere to the previously approved objectives of the project.</p> <p><i>Grantees are cautioned not to make new commitments or incur new expenditures after the expiration date in anticipation of an NCE.</i></p>	<p>FastLane. Grantee-approved requests will be subject to the approval of the cognizant Program Officer.</p> <p>NSF-approved requests will be subject to the approval of and NSF Grants & Agreements Officer, and if approved will be in the form of an amendment to the grant specifying a new expiration date.</p>	<p>(Grantee-approved) 10 days prior to expiration date;</p> <p>(NSF-approved) 45 days prior to expiration date</p>
ONR – Research Grant Terms & Conditions (May	In accordance with DoDGARs 32.25 (above), prior approval of the following deviations from budget and program plans are	Not indicated, notify the officials noted on Award/Modification	10 calendar days before the original expiration date of

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2001) 7. Prior Approvals §a.3	<p>required: Extension of the expiration period of this Grant – The AGO (Block 23a on A/M doc) has authority to approve no funds extension requests meeting all of the following:</p> <ul style="list-style-type: none"> i. a one-time basis only; and ii. for a period not to exceed 90 days; and iii. where \$50,000 or less of obligated funds remain to be expended. <p>In other cases, where a request is outside one of more of the parameters, a no funds extension can only be approved with the concurrence of the ONR Program Officer/Technical Representative (Block 21 on A/M doc). A written grant modification must be issued and signed by the AGO or Awarding Office (Block 22 on A/M doc).</p>	document (A/M doc).	the award.