



Request for No-Cost Extension

In accordance with **2 CFR § 200.308(d)(2)**, a *No-Cost Extension (NCE)* permits a one-time extension of the final budget period of a sponsored project—typically for up to 12 months—**without additional sponsor funding**. This extension allows a Principal Investigator (PI) to complete project activities when additional time is needed due to unforeseen circumstances.

A No-Cost Extension may be requested **only when all** of the following conditions are met:

- The **project period is approaching its end**, and additional time is required to complete the originally approved scope of work;
- There is a **programmatic justification** for continuing the project;
- There are **sufficient unobligated funds** remaining to support activities during the extended period.
- **At least 60 calendar days prior** to the project's scheduled end date **if sponsor prior approval is required**;
- **No later than 10 calendar days prior** to the end date **if the institution is authorized to approve the first NCE internally** (e.g., NIH expanded authorities).

💡 *An NCE is not intended for the sole purpose of spending down remaining funds, extending effort for new aims, or compensating for delays unrelated to project performance.*

Please consult your award terms and conditions or contact Sponsored Programs Office (SPO) for sponsor-specific guidance.

PRINCIPAL INVESTIGATOR INFORMATION

1. Full Name: _____
2. Department: _____
3. School/College/Business Unit: _____

PROJECT INFORMATION

4. Grant Number: GRT _____ Original Award End Date: _____ Revised End Date: _____

5. Project Title:

6. Sponsor: _____

7. ☐ Yes ☐ No Is sponsor approval required?
If Yes, attach a letter addressed to the sponsor for this request and include signature block for SPO Pre-Award Research Administrator. If No, attach a justification memo for the request.

Sufficient justifications for a No-Cost Extension request:

- Additional time beyond the established expiration date is required to assure completion of the original approved project scope of objectives.
- Continuity of grant support is required while a competing application is under review.
- The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

ATTACHMENTS

Is this the first NCE requested? Yes No *If this is not the 1st NCE, additional justification will be required.*

Prior Approval Letter/Memo Award

Modification

Budget

Budget Justification

If you have questions regarding eligibility, documentation, or submission timelines, please contact SPO.

SIGNATURES

Your signature below indicates approval of this request and concurrence with the statements on this form.

Principal Investigator: _____ Date: _____

Dean/Designee: _____ Date: _____

SPO Pre-Award Research
Administrator: _____ Date: _____