**No Cost Extensions**

While it is best to complete a project within the original schedule of an award, most sponsors allow no-cost extensions (NCE) of grant periods to provide maximum possible continuity in funding research and educational activities. The requirements to apply for a NCE vary with the sponsor and each investigator should refer to his/her sponsor’s policies.

*An NCE request to OSP must include the following information:*

*1)      Award number or Title, Sponsor, and PI*

*2)      Chair or unit head approval*

*3)      Programmatic justification why the work was not completed within the original award period (this is never to spend out the remaining funds).*

*4)      Period of extension request (ask for what you think you need, do not just say 12 months)*

*5)      Accounting, showing awarded budget, current expenses, and projected expenditures/budget for the NCE period, which sums to new budget requested*

*6)      Narrative regarding any changes in the scope of work (If none, can say something like “we have completed task 1 & 2 to complete the scope of work as originally proposed/awarded”).*

*Additionally all progress reports must be up to date and some sponsors require a current project report be submitted with the NCE.*