

# No Cost Extension Information and Checklist

Send to the Grants Team at: [HOBIGrants@ufl.edu](mailto:HOBIGrants@ufl.edu)

A no-cost extension extends the project period beyond the original project end date. As the phrase “no cost” suggests, there is no additional funding. A no-cost extension may be requested by the PI when all three of the following conditions are met:

- The end of the project period is approaching, **AND**
- There is a programmatic need to continue the research, **AND**
- There are sufficient funds remaining to cover the extended effort

Some federal sponsors have delegated to UF the authority under grant awards to approve a one-time no-cost extension not to exceed 12 months. If authorized, an internal no-cost extension request should be made at least 30 days in advance of the project end date to DSP. The extension, although approved by UF, must be requested by the PI. DSP will notify the sponsor of the approved extension.

If the sponsor has not delegated this authority, a written request must be made.

The sponsor always retains the right to say “no.” Examples of reasons to say no might include:

- An extension may not be granted solely because there is money left over. Programmatic benefit must be justified
- Funding may have come from a prior year’s appropriation and cannot be extended
- The amount requested in the extension request appears excessive to the sponsor

Because of this, it is always a good idea to request the extension in enough time to manage an orderly accomplishment of project work, and to have a contingency plan in case the sponsor does not approve the extension.

Written requests for no-cost extensions should be prepared by the PI, approved by HOBIGrants Leadership, forwarded to [HOBIGrants@ufl.edu](mailto:HOBIGrants@ufl.edu); and then endorsed and submitted by UF DSP. Some sponsors have developed electronic systems to handle no-cost extension requests and approvals. Call your Grants Team or DSP representative if you have questions.

\*For 2<sup>nd</sup> (or subsequent) No-Cost Extension

The PI will need to prepare a letter, as described under General Process, to the Program Officer at NIH or other Institution. This letter must be signed by the Office of Sponsored Projects. This request should be submitted to [HOBIGrants@ufl.edu](mailto:HOBIGrants@ufl.edu) for forward to DSP to initiate the request for your award.

## Effort During No Cost Extension Periods

Sponsors expect that the original award terms and conditions, including commitments of the PI and all key personnel, extend throughout the award period, including a no-cost extension (NCE) period. However, federal agencies recognize that effort likely will be reduced during the extension period. Any change of greater than 25% for the PI and other named key personnel requires prior approval and should be included in the NCE request. Upon approval of the extension, the commitments will be updated according to the NCE justification.

# HOBİ NCE Checklist

Sponsor Name:

Project Title:

Original Project Begin Date:

Original Project End Date:

Start No Cost Dates for the NCE:

Why is additional time needed to complete this project (programmatic/scientific justification)?:

Are there subproject(s)/subcontract(s)/consortium(s) that will require date extensions?

If yes, indicate which ones, and complete the appropriate internal subproject or external subcontract, BAA/DUA form(s) including the email request with demographic information and send to . **(Please indicate if there will be a change in PI)**

Does this project require a CAS Exemption Extension?

If yes, please complete the CAS exemption request forms with a copy of your updated internal budget, sponsor approved budget, budget justification, and scope of work as applicable to HOBİ-Grants@ufl.edu.

Have you reviewed your award with the HOBİ Fiscal and Grants Teams to determine eligibility for this NCE request?

What is the anticipated unobligated/carry forward balance?

Anticipated Costs:

Unobligated/Carryforward:

Total:

How will the remaining funds be used in the no cost extension period? *Please provide Leadership approved budget, justification, and SOW, (including any cost share budget/justification details) as well as email correspondence.*

Will IRB or IACUC be extended during this NCE period?

If yes, please provide a copy to the Grants Team upon receipt.

PI Lead Signature:

Date:

Division Lead Signature:

Date:

**FOR GRANTS STAFF USE ONLY**

UFIRST AWD/PRO #

Comments: