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## **Office of Sponsored Programs No Cost Extension (NCE) Request Guidance**

When a No Cost Extension is requested, the PI should answer the following questions:

1. What is the new project end date being requested?
2. Have all final/interim reports been submitted to the sponsor?      Yes      No
3. Why were the grant activities not completed during the sponsor approved project period?
  
4. Will there be a change in the scope of the project?      Yes      No  
If yes, sponsor approval is required.
5. What is the current budget balance? Provide a copy of the Grant Inception to Date Report.

(Note: If there are no funds available in the project, but work still needs to be completed, a cost sharing form for a minimum of 1% of the PI's effort is required).

6. How will the remaining funds be utilized during the extension period?
  
7. Will the PI/Co-PI/and any other senior key personnel maintain the same effort level throughout the no-cost extension period?      Yes      No  
If the effort level is reduced, please justify and indicate the reduced effort level.

(Note: Effort and salary must be available to perform the work during the extension period).

### **Provide the following documents to the Office of Sponsored Programs:**

- a. Sponsor approval to extend the account, if applicable
- b. Grant Inception to Date Report

### **After obtaining Sponsor approval, provide the following documents to the Office of Sponsored Programs:**

- a. A copy of updated compliance approvals (EHS, IRB, IACUC, FCOI, if applicable)
- b. Updated FCOI forms for the PI/Co-PI and all senior key personnel

Any questions regarding the request for a no cost extension should be directed to the Proposal and Contract Administrator assigned to your unit.