THE
UNIVERSITY
OF RHODE ISLAND
DIVISION OF RESEARCH
AND ECONOMIC
DEVELOPMENT

NIH No-Cost Extension Guidance
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OFFICE OF
SPONSORED PROJECTS

NIH No-Cost Extension in Research.gov

NIH allows NoA recipients a ONE-TIME authority to extend their grant up to 12 months (may request by month increments anywhere from 1 to 12 months) from the original expiration date stated in the NoA without additional funds obligated to the award. Please note: No Cost Extensions (NCE) are allowed under expanded authority as part of the NIH Standard Terms of Award when there is no change in scope, NoA special terms and conditions do not restrict authority, and activity code permits extensions (i.e., Fellowship F series does not allow NCE).

Criteria for NCE

- More time is needed beyond the awarded expiration date to adequately complete the original aims approved for the grant
- Continuity of support for existing award while renewal (Type 2 competing continuation) is going through the review process
- Additional time is necessary to phase out the grant in order to closeout the aims

First NCE Request Submission Process

A first NCE submission is electronically performed by the No Cost Extension function via eRA Commons. The NCE feature becomes available within the eRA Commons system 90 days prior to the original awarded expiration date. A No-Cost Extension Request Form will need to be completed and submitted at least 10 days prior to the original expiration date to accommodate a review and approval of extension action. As only individuals with the Signing Official (SO) role may submit extensions in the eRA Commons system, therefore OSP will process the extension action. Once the extension action is performed, eRA Commons will automatically update the project and budget period to the new extension end date.

If the original awarded end date was missed without NCE action and it is needed retroactively, a letter will need to be created indicating the NCE request new end date signed by the PI and sent via e-mail to the appropriate OSP Pre-Award Team member to review and approve with OSP countersignature. OSP will submit letter to the assigned NIH Grants Management Specialist for extension approval.

Second and Third NCE Request Submission Process

At times there is a need to request an extension outside of the traditional method outlined above. This may be if the one-time authority as already been used (i.e., requesting a second NCE), the terms of the award did not originally grant this option, or the project period end date has passed, but the award has not yet been closed. A signing official (SO) can request a NCE in the following situations:

- If the Grant has previously had a no cost extension and less than 90 days remain before project period End Date.

- The Grant has previously had a NCE and the application is within 270 days after the end of the project period End Date has passed, but the grant has not been closed.
- The Grant does not have an expanded authority and less than 90 days remain before the project period end date.
- The Grant does not have an expanded authority and the application is within 270 days after the end of the project period end date has passed, but the grant has not been closed.

In these cases, OSP initiates a prior approval request in eRA Commons. Required information includes number of additional months requested, progress report, amount of unobligated balance (must be verified by OSP Post-Award Team), budget information, and a justification document. The exact details of what will be needed in these documents will be outlined by the awarding Institute/Center. The screen the SO needs to complete looks like this:

Terms and Conditions during the Approved No Cost Extension Period

All terms and conditions addressed in the NoA and stated in the NIHGPS remain in effect during the extension period.

Current approved effort levels for Key Personnel remain in effect during the extension period. If a significant reduction of effort is needed for a key person on the grant, it will be considered a Change in status requiring NIH prior approval in accordance with the NIHGPS Prior Approval Requirements.