Office of Post-Award Management
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No Cost Extension Checklist

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A no cost extension extends the project period beyond the original project end date. "No cost" suggests that there is no additional funding.

Please note that a no cost extension SHOULD NOT be requested or approved solely for the purpose of spending down residual funds.

A no cost extension may be requested by the PI when ALL THREE of the following conditions are met:

Check If Project Meets These Conditions?

1. The end of the project period is approaching *(within 90 days from the end date)*. ☐
2. There is a justifiable programmatic need to continue the research. ☐
3. There are sufficient funds remaining to cover the extended effort. ☐

If ALL THE ABOVE conditions are met for the project, then the PI will complete the following next steps.

Select which NCE request this represents for the project: ☐ Initial Request ☐ Second Request ☐ Third Request

The PI works with the assigned Business Officer or RSA to prepare the no cost extension request and submit the required components 15 DAYS BEFORE the end date (if initial request) or 30 DAYS BEFORE the end date (if additional request) of the project. Send the no cost extension request to opam@memphis.edu.

Complete?

- Justification – must be explicit to address why the project could not be completed in the original period of time provided, and how the extension will benefit the project to allow for the completion of the goals. *(Please note: A no cost extension cannot be requested/approved solely for the purpose of spending down residual funds)* ☐

- If applicable, Justification for Change in PI Effort 25% or more. NCE Effort: _____ ☐

- Title of project: _____
  Award ID #: _____ ☐

- New NCE Dates *(Typically, requests are for an additional 12-months)*:_____ ☐

- Unobligated Balance at the time of the request. *(GCA provides final verification)*:_____ ☐

- Rebudget/Budget Justification – Attach an internal budget for the NCE extension period. ☐

OSP Approved (First requested NCE)

Some federal sponsors have delegated to OSP the authority under grants 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 OPAM. The extension, although approved by OSP, must be requested by the PI. The request will be reviewed by OPAM and once approved, OPAM will notify the sponsor of the approved extension.

Sponsor Approved (Additional NCE after the initial request)

If the sponsor has not delegated this authority, a written request must be made and then submitted through OPAM to the sponsor. If the request can be submitted via the sponsor's electronic grants management system such as Fastlane, that is to be used. Otherwise, written requests for no cost extensions should be prepared and signed by the PI on the department letterhead, and submitted to OPAM. The request will be reviewed by OPAM and once approved, submitted to the sponsor.

Submitted to OSP/Signature:_____/_____ Acknowledged: _____ Decision Notice: _____ AD