



7/26/2021

NO COST EXTENSION Best Practices

Background and Purpose

A No Cost Extension (NCE) extends the project period beyond the original end date with no additional funding. NCEs can be requested when the end of the project period is near and there is a programmatic need to continue research. There must also be sufficient funds left to cover the extended effort and expenses.

Project funds remaining is not a justifiable reason for requesting an extension. Extensions may be requested for programmatic reasons only. Some sponsors may request information about the amount of funds remaining in the account and others may request a budget indicating how funds remaining at the end of the original project period will be spent during the extension.

Sponsor Specific NCE Guidance

NIH Process

➤ 1st NCE

- Sponsor Approval typically not required (if justified and funds are available)
- Processed in eRA Commons by SP RA – access to NCE link is available 90 days prior to the end date.
- No revised NOA is issued, the extended end date is reflected in eRA Commons
- If deadline for requesting a first NCE is missed, NIH prior approval is required. Work with your SP RA to send the extension request in writing to the NIH grants management specialist.

➤ 2nd, 3rd NCE

- Requires additional justification/prior approval to be requested from NIH. PI discussion with the NIH PO in advance is recommended
- Work with your SP RA on the detailed information needed, and the SP AOR will send the extension request in writing to the NIH grants management specialist.
- Revised NOA issued

NSF Process

➤ 1st NCE

- Sponsor approval typically not required (if justified and funds are available)
- Processed in Research.gov by SP RA
- No revised NOA is issued, an emailed notification of NSF Approval is sent to SP

➤ 2nd, 3rd NCE

- Requires additional justification/prior approval to be requested from NSF. PI discussion with the NSF PO in advance is recommended
- Must be requested in Research.gov, by SP RA, at least 45 days in advance of the award end date. Work with your SP RA on the detailed information needed.
- No revised NOA is issued, an emailed notification of NSF Approval is sent to SP

Some sponsors are less formal than others. Always read through the agreement for sponsor specific instructions. SP will accept reasonable and appropriate documentation from sponsor personnel that acknowledges and approves the NCE, accompanied by an internal IPAR: No Cost Extension form.



Process Flow

1. 90 days prior to the end date of an award, the DA should review the project account with the PI. If a no cost extension is determined to be needed, then
2. The department/school will complete the internal IPAR: No Cost Extension Request Form and obtain all signature approvals required.
3. The department/school will route the signed and completed IPAR: No Cost Extension Request Form and any sponsored required documentation for review and processing to ospira@bu.edu, directly to their assigned SP RA, or to their college Dean in accordance with the department's internal routing policy.
 - a. If outgoing subawards exist under the project, the name of the subawardees should be listed in the email comments and it should indicate if they will be extended if/when NCE approval is received.
4. The SP RA will review and submit the request to the Sponsor for their approval.
5. Upon receipt of Sponsor approval, the SP RA forwards the IPAR and Sponsor approval internally for processing.
6. The internal Grant account is extended and an internal Award Notification (AN) is emailed out to the PI, DA, SP – Post RA, and SP RA.

Abbreviations

Abbreviations	Meaning
AN	Award Notification
AOR	Authorized Organizational Representative
DA	Department Administrator
IPAR	Institutional Prior Approval Request
NCE	No Cost Extension
NIH	National Institutes of Health
NIH PO	NIH Program Officer
NOA	Notice of Award
NSF	National Science Foundation
SP – Post RA	Sponsored Programs Post Award – Research Administrator
PI	Principal Investigator
SP RA	Sponsored Programs - Research Administrator
SP	Sponsored Programs

Roles and Responsibilities

Role	Responsibility
Department Administrator/School Administrator	Review grant account and discuss with PI if a NCE is needed to complete the project. If yes, complete the IPAR No Cost Extension form, attach any supporting documentation received from PI, obtain necessary approvals on form, forward completed form to SP RA
Principal Investigator	Alert DA that a no cost extension is needed to complete the project.
SP RA	Upon receipt of IPAR No Cost Extension form: 1) review for completeness; 2) contact sponsor with NCE request; 3) Once sponsor approval is received, attach approval to IPAR and send to SP Award Set-Up team to extend the internal grant account.



Reference Documents

- <http://www.bu.edu/researchsupport/training-how-to/carryover-and-no-cost-extension-guidance/>
- IPAR Form can be found in the Research Support – Form Library:
<http://www.bu.edu/researchsupport/formsandpolicies/form-library/>

Screenshot from IPAR Form:

<input type="radio"/> No Cost Extension (NCE)	<input type="radio"/> 1st NCE	<input type="radio"/> 2nd NCE	<input type="radio"/> 3rd NCE	For ALL NCE requests, state appropriate reason in comments/justification section. NCE requests may require appropriate justification and/or formal letter submitted and approved by sponsor prior to the extension of end date by BU Sponsored Programs
<input type="text"/>	<input type="text"/>			
End Date Requested	Anticipated Available Balance			