

## No Cost Time Extension Request Process

**Definition:** A No Cost Time Extension (NCE) is a modification to the award extending the time allowed to complete the project. There will be no additional funding requested from the sponsor.

A NCE should be requested to allow unfinished work to continue on the project. A NCE should not be requested for the sole purpose of spending down funds remaining at the end of the project.

Please follow the instructions below in order to request a NCE. A majority of sponsors require that requests are made prior to the award end date. Please review the individual award document for the detailed requirements and timelines.

A NCE is requested by the KU Office of Research (Office of Research) Post Award Services (PAS) Award Management Team (Team) on behalf of the Principal Investigator (PI). Requests can be submitted by PAS to the sponsor via sponsor webpage or by filling out and submitting a standard NCE request form. Please contact your PAS Team for assistance.

**Please see attached NCE request form for details of information that should accompany the NCE request.**

**To request an NCE:**

**PI / Department / Research Center / SSC:**

- Review the project to determine if the NCE is appropriate:
  1. Further work needs to be done on the project, and
  2. There is an unspent balance that will be sufficient to cover the work, and
  3. NCE is allowable under the terms of the agreement.
- Fill out the required information on the NCE Request form;
- E-mail the request form to PAS Team for review and approval;

By submitting the NCE request form to the PAS, PI certifies that they reviewed the project balance, there is a valid need for the no-cost time extension, and authorize Office of Research to send NCE request to the sponsoring agency on PI's behalf.

**Office of Research:**

- PAS Team will review and approve the request,
- PAS will prepare an official NCE request and forward it to the sponsor.
- If PI has already contacted the sponsor and has an e-mail approval for the NCE, PAS will determine if this is sufficient for the extension, or if it needs to be forwarded to other departments within Office of Research for further review and action.

If the NCE is approved by the sponsoring agency, PAS will log the action for the extension in the system and send a notification by distributing a budget summary with the new end date.

**Provisional NCE Requests:**

After an official NCE request is submitted to the sponsor, PI / Department / Center / SSC can request an internal Provisional NCE by following a Provisional request process in Image Now.