

No-Cost Extension Guide

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Purpose

This guide outlines the process for requesting a No-Cost Extension (NCE) on a sponsored project administered by the Marshall University Research Corporation (MURC). It is designed to support principal investigators (PIs), administrators, and departments in ensuring continued project activity while maintaining compliance with sponsor and institutional requirements.

What Is a No-Cost Extension?

An No-Cost Extension (NCE) allows a sponsored project to continue beyond its original end date without additional funding. It is used to provide more time to complete the originally approved scope of work by extending the Period of Performance.

- **Note:** A NCE does not increase the total award amount.
- Not all Sponsors allow an NCE and the requirements vary by sponsor

When to Request an NCE:

You should consider requesting an NCE when:

- Additional time is needed to complete the original project objectives.
- There are unspent funds necessary for continued work.
- The project scope and personnel remain unchanged.
- The current project period is insufficient to complete the work.

Do not request an NCE solely to spend remaining funds. A clear programmatic reason must be provided.

Eligibility Criteria:

To qualify for an NCE:

- The sponsor must allow extensions (verify in sponsor guidelines).
- Unobligated funds must be available to support continued activities.
- The extension must be for completing existing objectives, not new aims.
- No major changes to project personnel or goals should be anticipated.

Required Steps:

1. Notify MURC Pre-Award

Contact your assigned grants officer as soon as the need for an extension is identified.

2. Prepare Documentation as required by Sponsor

- A written **justification** explaining why additional time is needed.
- An updated **timeline** or milestone chart.
- If required by the sponsor, a **revised budget** for the extension period.

3. Submit for Internal Review

MURC will review for compliance and coordinate with the sponsor if formal approval is needed.

4. Sponsor Submission (if applicable)

For sponsors requiring prior approval, MURC will submit the extension request on the PI's behalf.

Roles and Responsibilities :

Principal Investigator (PI)

- Drafts justification and timeline and any other programmatic documentation required by the sponsor.
- Coordinates internal approvals and documentation.
- Confirms scope and personnel remain unchanged.

MURC Pre-Award Grants Officer

- Reviews the request for completeness and compliance.
- Facilitates routing and sponsor submission as required.
- Updates internal award records upon approval.

Key Reminders:

- Submit NCE requests at least 30–60 days before the project's current end date, unless other instructions are provided by the sponsor.
- No costs should be incurred past the award expiration unless the NCE has been officially approved.
- Failure to follow sponsor-specific procedures may result in disallowed costs.
- Written documentation from the sponsor is required. This could be either a formal NoA with a revised end date (most federal sponsors), or an email approving a new end date (smaller sponsors).

Glossary:

- **Period of Performance:** The official start and end dates of the award.
- **No-Cost Extension (NCE):** An extension of the project period with no additional funding.
- **Justification:** A required narrative explaining the need for more time.
- **Revised Budget:** An updated financial plan, if required, showing how the remaining funds will be used.
- **Routing Form:** MURC's internal approval form for award actions.