**NIH No Cost Extension Procedures**

Definition from NIH Grants Policy Statement: **No**-**Cost Extension** (NCE) **NIH** Standard Terms of Award include the provision for grantees to **extend** the final budget period of a previously approved project period one time for a period of up to 12 months, **without** additional **NIH** funds.

The grantee may extend the final budget period if:

* no additional funds are required to be obligated by the NIH awarding office,
* the project’s originally approved scope will not change, and
* any one of the following applies:
  + Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
  + Continuity of NIH grant support is required while a competing continuation application is under review.
  + The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

**The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.**

To facilitate this process, the No-Cost Extension (NCE) feature exists in the eRA Commons, allowing the UNL Awards Coordinator to request NCE in one month increments up to 12 months. Accessible through Status results, the link for accessing the feature is available 90 days before the project end date and is removed at midnight on the project end date.

In extending the final budget period of the project period through this process, the grantee agrees to update all required certifications and assurances, including those pertaining to human subjects and animal welfare, in accordance with applicable regulations and policies.

Grantees may not extend project periods previously extended by the NIH awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires NIH prior approval – see more on this below.

Grantees are reminded that all terms and conditions of the award apply during the extended period.

UNL OSP Procedure

If the PI would like to request a no-cost extension, the PI should send an email at least 30 days prior to the project end date to [unlospawards@unl.edu](mailto:unlospawards@unl.edu) requesting permission to extend the grant and providing a brief explanation as to what scientific work still needs to be completed. The request should also include an estimate of funds remaining.

As long as the conditions mentioned from the NIH Grants Policy Statement are met and there are sufficient funds left in the grant to cover the outstanding work, the OSP Awards Coordinator (AC) will then submit the request via the eRA Commons. If there are insufficient funds left to complete the remaining work, further discussion is required with the AC.

If a 2nd no-cost extension is required, PI must submit the following information to the AC 30 days prior to the current project end date; proposed new project end date, current unobligated balance and corresponding budget in the R&R format (please use UNL OSP budget template), PI needs to specify whether they are maintaining measurable effort, verify that any applicable compliance pertaining to human subjects and animal welfare is current and provide approval date(s), provide justification for the extension, and provide a progress report. The AC will review and submit to NIH via the eRA Commons. If budget support is needed, please contact OSP Budget Coordinator, Elijah Luebbe, at [eluebbe2@unl.edu](mailto:eluebbe2@unl.edu).