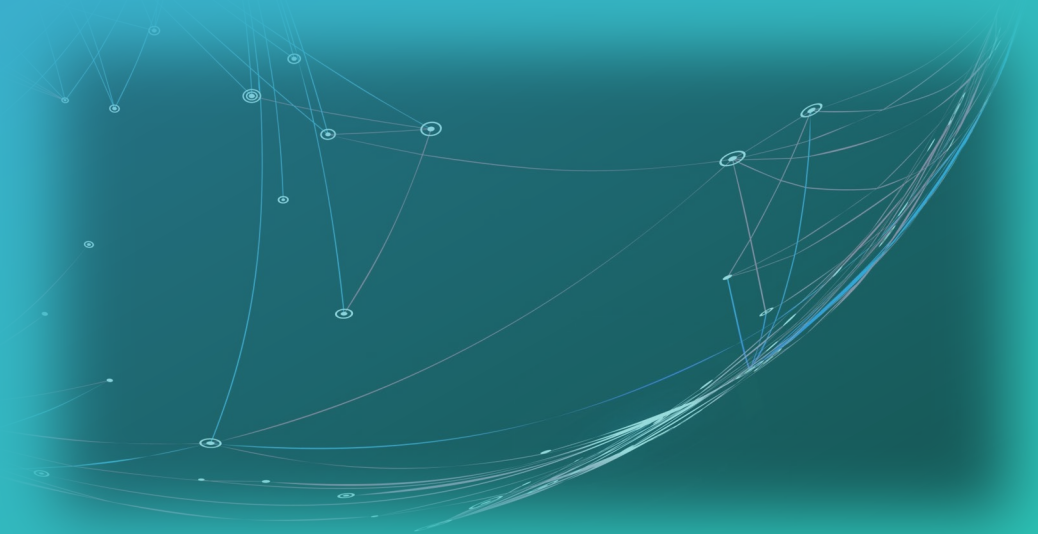# NO COST EXTENSIONS

NO COST EXTENSIONS ARE REQUESTS SENT TO THE SPONSOR REQUESTING AN EXTENSION OF TIME BEYOND THE CURRENT AWARD PERFORMANCE PERIOD TO ENSURE ADEQUATE COMPLETION OF THE ORIGINALLY APPROVED PROJECT OBJECTIVES.

NCE Process

- Department will complete a monthly review of awards, specifically looking for accounts that have a term date within 90-days.
  - Notifications will be sent to PIs seeking direction on the award: whether they believe there is a need for a NCE or if the award will term.
    - Terming/closing of an award includes all aims of the project are met/completed, corresponding papers are published, presentations have been completed (if applicable) and in addition making sure that the final reporting deadlines will be met.
  - Email notifications to PIs will include all essential information.
  - Department will assist as able to provide any information the PI may need to complete the request.

NCE PROCESS

- PIs must complete/provide all necessary information/forms and share with the Department (Kelly Lewis & Theresa Lagasse).
- Department will provide a brief review for template formats, financial numbers, etc..
- Department will submit requests into RASS (External Awards) or send forms to Melinda Cirri (Internal Awards).
- Department will track status of requests and provide any necessary follow up.
- Once approval/denial of extensions are received, the department (Kelly) will update all reporting deadline calendar notifications/reminders.
- The term date within RASS (external) will be updated.
- The term date on the account will be updated to allow continued spending.

  - *RASS = Research Administration and Support System (Cornell's external record retention system for research awards)*

Extension FAQ/Examples

*Requests must explain the need for the extension with a brief update on how the project will move forward or overcome the current delay.

*Requests may also include a re-budget or supplement if necessary.

*Awards with zero balances <u>cannot</u> request an extension of time on the overall project but can seek an extension of time on the deliverables.

- <u>Unallowable Examples</u>
  - Funds remaining at the end of the award term **Unused funds can be returned to the Sponsor**
    - A large remaining balance of funds is not a determining factor for the need of a NCE. However, it can help provide insight that perhaps not all aims of the project have yet been completed.
- <u>Allowable Examples</u>
  - An extension of time to complete reporting requirements (Could be due to delayed analysis completion, final data compilation, medical leaves, etc.).
  - An extension of time due to delayed client enrollment (provide examples: 5-10 client enrollments have been completed with the remaining clients to be enrolled within the next _ months).
  - An extension of time due to experiencing several compounding delays on obtaining supplies for complex sequencing experiments. Causing a delay in moving to Aim 2 of the research project.
  - An extension of time to complete manuscript/publication for submission into _ journal and use budgeted publication funds.
    - Federal awards (200.461): The recipient or subrecipient may charge the Federal award during closeout for the costs of publication or sharing of research results if the costs were not incurred during the period of performance of the Federal award. These costs must be charged to the final budget period of the award unless otherwise specified by the Federal agency.

NCEs for Internal Awards

(Riney Canine, Feline Health, Research Grants Program in Animal Health, Resident Research, CVM Equipment, Zweig)

- NCE's must be submitted prior to the current award term date but no sooner than 30 days prior.

- Email notifications/reminders will be sent by Department contact (Kelly Lewis) and will contain templates and deadline dates.
  - Specific NCE templates are used for each internal funding source
  - PI's may also receive communications directly from Melinda Cirri

- Dependent on guidelines and number of previous extensions, progress reports may be required.

- PI shall return completed NCE forms to Department (Kelly Lewis, Theresa Lagasse)
  - Department will then send to Melinda Cirri the request of extension (copying PI) and save a copy of the extension for documentation purposes

- 2-yr awards with non-competing applications will go through Christie Sayre.
  - If 50% progress has been made towards the research aims of the grant for year 1 then you should continue with the year 2 continuation.
  - If 50% has not been accomplished then a NCE should be requested instead (NCE examples: delays on the project due to project results, enrolling patients, delays in receiving supplies, etc.).
  - Please feel free to always reach out to Christie Sayre and Kelly Lewis if questions arise.

NCEs for External Awards

- Notification emails (90 days prior to term date) will be sent to PI's notifying them of the upcoming terming award. This will allow PIs to determine if there is a need for a NCE.

- Sponsors may require certain templates to be used.
  - Sponsors may require a deadline to request NCEs (Examples: 90 or 30 days prior to term date); but regardless, all others <u>MUST</u> be submitted prior to term date.

- Sponsors can vary dependent on the request needed.

- NIH
  - NIH does not allow NCE requests until within 90 days of the project end date.
  - 1st NCE for an NIH award - Grantee-approved no-cost extension allowed up to 12 months.
  - For NCEs beyond the first 12 months - Per NIH Guidelines: The request should include a description of the project activities that require support during the extension and a statement about the funds available to support the extension.

Questions

Kelly Lewis

kll85@cornell.edu

Theresa Lagasse
tap58@cornell.edu

Christie Sayre

cms44@cornell.edu