

# NO-COST EXTENSIONS FOR GRANTS

## **General Information**

Grants and Contracts will require approval from the sponsor for all no-cost extensions unless the award terms specifically state that a no-cost extension may be granted by the institution without prior approval.

All extension requests should be made by the PI, regardless of the format of the request. No change will be made to an account until Grants and Contracts has documentation that the PI is aware of the requested revisions to his/her project.

If the sponsor requires a written request to extend the award's project period, the letter should be written and signed by the PI then sent to Grants and Contracts for review and institutional endorsement. Unfortunately, we do not have the staff available to write these letters on behalf of the PI.

## **NIH – First Extension**

The first no-cost extension for an NIH grants may be approved by the institution.

At least 10 days prior to the end date of the project period, the PI should send an e-mail to [Xenia@ucdenver.edu](mailto: Xenia@ucdenver.edu) with the following information:

- NIH grant number
- Length of extension requested: 6, 9 or 12 months (recommended)
- Brief (just a sentence or two) scientific reason for needing additional time.

This e-mail must come from the PI in lieu of a signature on a request letter.

If the request is not sent until after the project period ends, the approval cannot be submitted through eRA Commons, and the NIH grants management specialist may require additional paperwork (*e.g.*, written justification, detailed budget for unobligated balance) to process the extension.

## **NIH – Second and Subsequent Extensions**

The request must be submitted to the sponsor at least 30 days prior to the end date of the current extension period.

The PI should prepare and sign a cover letter with the following information:

- NIH award number
- Length of additional time needed
- Justification for additional time
- Estimated unobligated balance available for the extension

- Detailed budget for unobligated balance

The information may be e-mailed to [xenia@ucdenver.edu](mailto:xenia@ucdenver.edu); an original signature is not required.

### **NSF – First Extension**

The approved notification must be submitted through FastLane at least 10 days prior to the project period end date. Please allow additional time for Grants and Contracts' review of the budget information in the request.

To request the additional time, the PI must log into his/her FastLane account and fill out a Grantee Approved No Cost Extension Notification/Request form. Once complete, the form should be submitted electronically to the SPO for review and approval.

### **NSF – Second Extension**

The request must be submitted to NSF through FastLane at least 45 days prior to the expiration of the grant. Please allow additional time for Grants and Contracts' review of the budget information in the request.

The PI should initiate the request by logging into FastLane and completing the NSF Approved No Cost Extension Request form. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. Once complete, the request should be submitted electronically to the SPO for review and approval.

**Please Note:** FastLane will not allow the submission of a no-cost extension Notification or Request if NSF's financial records show a zero balance for the award.

### **Other Federal Agencies**

Requirements vary by sponsor. Please check the award's terms and conditions for deadlines and instructions.

### **Foundations and Other Nonprofit Organizations**

Requirements vary by sponsor. Please check the award's terms and conditions for instructions.

## **NO-COST EXTENSIONS FOR CONTRACTS**

Please send your request directly to the Contracts section: [OGC.Contracts@ucdenver.edu](mailto:OGC.Contracts@ucdenver.edu).