

## NO COST EXTENSION

In the event that research is delayed, an extension of the performance period can be requested for an additional 3, 6, 9 months or a full year.

Multiple no-cost extensions may be considered but must be requested and approved. A request is not a guarantee for Foundation approval.

Please ensure that both scientific and financial reports have been uploaded into proposalCentral before submitting a no cost extension request, as a request will not be considered for awards with outstanding items.

The requestor should send a formal letter on institutional letterhead, with the following information and attachments:

- Award number
- Date of NCE request
- Project Title
- Principal Investigator
- Requested revised project end date
- Projected amount of funds available for use during no cost extension
- Brief explanation as to why the project has been delayed
- Brief description of what the PI expects to accomplish with the additional time, as well as how the projected balance will be utilized

The letter should be accompanied with a financial report showing the award expenditures and account balance at the projected original end date.

Include an updated certification of a valid IRB and/or IACUC approval, where applicable.

The Foundation may ask for an updated Other Support page to review for any overlap. Please provide one, when requested.

The request should be signed by both the PI and their institutional signing official. If it is a fellowship, the mentor needs to be an additional countersigner.

**When the required documents are finalized for submission, upload all these documents in proposalCENTRAL. Upon logging in, click the "Awards" tab and select your project. You would be able to upload these documents in the "Deliverable" section by selecting the "Add Deliverable" button. Please upload the contents as a single rolling document. When adding, select "Other" for the Deliverable Type and type in "NCE Request" for the Deliverable Type Description.**