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## NO-COST EXTENSION (NCE) REQUEST INSTRUCTIONS

The requester should send in a letter with the following information and attachments:

- Award Number
- Date of NCE Request
- Project Title
- Principal Investigator
- Requested revised project end date. Please note that for the IBD Ventures program, NCE requests should not exceed 12 months per request.
- Estimated 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 available balance at the projected original end date. For the first NCE request, inclusion of this financial report is preferred but not required.
- Updated list of additional support secured for the originally proposed funded activities
- Include an updated certification of a valid IRB and/or IACUC approval, where applicable
- The request should be signed by both the PI and an appropriate organization official with signing authority. **Note: If the award is a training award (ie. CDA or RFA), the mentor needs to be an additional counter-signer. Please send the document to [postaward@crohnscolitisfoundation.org](mailto:postaward@crohnscolitisfoundation.org).**