

# NO COST EXTENSION REQUEST

This document describes the procedures that must be followed when a grantee determines that their activities will not be completed during the approved project timeline. A No-Cost Extension (NCE) requires approval from the Director of Grants Management.

FFAR expects that grantees will complete all requirements of an award by the project period end date; however, an NCE may be requested if the action is not prohibited in the Grant Agreement. The Director of Grants Management can approve up to 12 additional months, with no additional funds awarded to complete the funded tasks. Upon FFAR's discretion, Grantees can be approved for up to two NCEs no longer than 12 months each. Additional requests will not be considered.

## **NCE Request**

Grantees must notify FFAR of the request. Once notified, FFAR will provide instructions on how to submit the NCE requirement letter through the PI's [Grant Management account](#) for review. To ensure timely processing of a revised award action and orderly accomplishment of activities, a no-cost extension request should be submitted at least 45 days prior to the end of the project period but no more than 90 days of the end date. All requests must be submitted on official grantee letterhead and include the following:

- Two signatures – Authorized Signing Official and Project Director/Principal Investigator
- Date
- Principal Investigator or Project Director name, Project Title, and Grant ID
- Point of contact – name, phone number, and email address
- Requested length of time in months for the extension and requested new end date
- Reason(s) project could not be completed
- Estimate of remaining funds to be used in the NCE period
- Description of the activities that will be completed during the proposed extension
- Timeline for completion of proposed activities, including time necessary to close-out the award and submit all final requirements to FFAR