



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. V—Sponsored Research 3.0

NO-COST EXTENSION

ADMINISTRATIVE POLICY

I. PURPOSE

No-Cost Extensions are requested when a sponsored project cannot be completed in the proposed time-frame.

II. SCOPE OF POLICY

The university is committed to meeting its obligations under sponsored program awards in a timely and efficient manner. This policy provides the process for seeking a No-Cost Extension (NCE) and applies to all sponsored program awards.

III. DEFINITION

A NCE is the provision of additional time to complete the work on a sponsored program award without requesting additional funding.

IV. REQUESTS

Awards should be managed in such a way to avoid excessive NCE requests. In cases where an NCE is absolutely required, the Principal Investigator (PI) should submit a justification letter, endorsed by the college dean, to the Vice Chancellor for the Division of Research and Economic Development (VC for DORED). The request should include the following information:

- Summary of progress to date (Copy of the Progress Report)
- Reason why the work was not completed
- Length of additional time required to complete project objectives and justification
- An estimate of remaining funds and a detailed spending plan

The VC for DORED will decide on the merits of the request based on a number of factors, including what percentage of the money has been spent, the history of the project including previous NCE if any, the merits of the proposed spending plan, etc. The VC for DORED may consult with the dean or associate dean of the school or college, if necessary.

Upon approval by the VC for DORED and other appropriate university officials, the Grants Administrator will forward the request to the sponsor for consideration. If the extension is approved by the sponsoring agency, the Grants Administrator will forward a copy of the extension to Contracts and Grants, with a copy to the PI. If the extension is not approved by the sponsor, the PI will be notified.

The guidelines for extending the period of an award are normally provided in the awarding agency guidelines. If the award is with the State or a private agency, the terms are normally stated in the award document. If the occasion arises when there are no guidelines or regulations covering a particular situation, the Office of Sponsored Programs will be responsible for providing or obtaining the applicable guidelines.

Approved by the Chancellor

Date revision is effective: upon approval

First approved: Prior to July 2006
Revised: September 21, 2012
March 11, 2019