

Memorandum

To: University Research Community

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Subj.: No Cost Extension Reminders

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The Office of Research and Economic Development (ORED) would like to remind the University Research Community of key points when requesting a No Cost Extension (NCE).

What is an NCE?

An NCE is an extension of the period of performance beyond the current expiration end date of the award without any additional funds requested from the sponsor.

When may an NCE be requested?

An NCE may be requested by the PI when all three of the following conditions are met:

1. The end of the project period is approaching (typically 90 days before the end date).
2. There is a programmatic need to request more time to finish the research as originally proposed and awarded.
3. There are sufficient funds remaining to cover the extended remaining effort during the NCE period.

When do I need to submit my NCE request to ORED?

Sponsors require NCE requests be submitted prior to the award's current end date and several sponsors have requisite deadlines by which extensions must be submitted. ORED recommends that NCE requests be submitted 90 days prior to the project's end date, but no later than 60 days prior to the project's current end date. Please note that ORED needs to review all NCE requests for adherence to sponsor specific guidelines, award terms and conditions as well as sponsor specific electronic submission requirements. Requests submitted to ORED outside of the 60 days deadline run the risk of not meeting sponsor mandated compliance requirements and may be denied by ORED or the sponsor.

What do I need to submit to ORED for my NCE request?

The following items are required to be submitted to the ORED Award Services Team (doraward@fiu.edu) for an NCE request:

1. FIU Internal NCE Request Form (available at <https://research.fiu.edu/forms/>).
2. Justification for the NCE which should detail:
 - a. What unexpected event(s) delayed the progress and completion of the project.
 - b. What progress will occur during the NCE period to successfully complete the project.
 - c. How the NCE will benefit the project's final results.

3. Upon review, ORED will advise if any additional sponsor specific forms or information will be required.

Other Important Reminders:

1. An NCE may not be submitted solely because there is money left over in the project. The programmatic / scientific benefit must be justified and have been part of the originally submitted proposal and resulting award.
2. Sponsor funding may have come from a prior year's budgetary appropriation and cannot be extended. In these instances funds revert back to the sponsor at the current end date and an NCE is not possible.
3. The Sponsor always retains the right to refuse an NCE request. It is best to request the NCE with plenty of time to manage a potential sponsor denial and to enact a plan to bring the project to a conclusion.
4. ORED's Award Services Team will notify the PI if the Sponsor approves or rejects the NCE request.

If you have any questions about NCE deadlines or sponsor requirements, then please feel free to contact your Award Services Team representative (<https://research.fiu.edu/ored/staff-directory/>) for further assistance.