



PI REQUEST FOR NO-COST EXTENSION (NCE)

No-cost extensions are prepared and submitted by the Office of Sponsored Programs. No-Cost extensions should be requested at least **60 days in advance** of the award period end date and in compliance with the sponsor's guidelines

Submit completed form to the appropriate [Sponsored Programs Team](#) (Senior Research Administrator or Research Administrator), copying the Fiscal Officer, for your Unit.

For NCE requests to NSF, PIs can submit their requests via NSF Research.gov - Once completed, contact your OSP team for review and approval in Research.gov.

REQUIRED INFORMATION:

CSU Principal Investigator (PI):

Dept. #: Fiscal Officer/Dept. Administrator:

Account Number: 53- **Award/Grant Number:**

Sponsor:

Project Title:

Requested Extension End Date:

Projected Funds Remaining (upon current end date):

Is this the first Extension request? Yes No

If no, additional documentation may be required by the sponsor (budget, justification, progress report, etc.) in support of the extension request.

Answer the following:

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|---|-----|----|
| a. Are there any changes to the Scope of Work (SOW)? | Yes | No |
| b. Will the PI and any key personnel continue to have at least the 1% minimum effort charged to the project during the extension period? | Yes | No |
| c. Will any RICRO protocols need to be renewed? | Yes | No |
| d. Are there Subawards that need to be extended?
<i>If Yes, please provide the name of the subrecipient organization and their requested end date:</i> | Yes | No |
| e. Have you been in contact with the Sponsor?
<i>If Yes, please provide the contact information for that individual.</i> | Yes | No |

Justification for NCE Request:

*Provide a scientific, programmatic, project-related reason to extend your project end date. Include what work in the approved proposal remains to be completed within the original scope of work. Explain why the work was not completed during the original award period. **Please note: NCE Requests and extensions may not be obtained for the sole purpose of spending unobligated funds.** (Per 2 CFR § 200.308)*

Plan for use of projected unobligated/unspent funds: