

No Cost Extensions (NCE) on NIH Awards

- There is a justifiable programmatic need to continue the research.
- There are sufficient funds remaining to cover the extended effort.
- **Please note** that no-cost extensions cannot be approved solely for the purpose of spending down residual funds.

FIRST NCE– For many NIH grants UMass can approve the first NCE (of up to 12 Months) under our expanded authority.

Note: An OPAM Signing Official will process the NCE through the eRA Commons web site portal. The portal becomes available 90 days prior to the project end date.

Requests for no cost extension should be submitted to OPAM at opam@umass.edu) at least 15 days prior to the current grant end date of the project.

Request should include:

- Reference the current account number in the subject line of your email request.
- **State the amount of PI effort to be contributed during the no cost extension period (Measureable effort, should be justifiable according to the amount of remaining work but could be as low as 1% -unless the Sponsor has specified specific effort requirements in the terms and conditions of the NoA.**
- Specify the revised end date
- Provide a brief justification outlining why the extension is needed and what remains to be accomplished during the extension period.
- Provide the estimated remaining balance to be used in a NCE period. Please work with your contact in the Controller's Office to determine the remaining balance.
- Tell us if you want the NCE to be passed on to the Subcontractor(s) on the project

Remaining balance to be used during a NCE period :

Any remaining funds on the grant automatically carryforward to be used during the NCE period.

NCE pass through to Subcontractors

The way we handle the subcontracts during a NCE period. If our PI wants the NCE period to be given to the Sub(s) than once we have set up the NCE for the UMass award, we will then issue an Amendment extending the budget period for the sub. Any remaining balance the sub has can be used during the NCE period.

Once your grant end date has been extended this also means no progress report will not be due until the NCE period is over at which time a Final progress report (FRPPR) and Final invention statement will be due to the sponsor.

Projects not under our expanded authority for NCE or if the NCE is being requested on a date beyond the project end date please follow the same instructions as requesting a second NCE to the sponsor.

SECOND and Subsequent NCE- second no cost extensions require approval from NIH and should be submitted at least 45 days prior to the current grant end date to OPAM at opam@umass.edu and include.

- A letter of request, addressed to the grant management specialist listed in the NoA and should be signed by the PI. Under the PI's name letter have a space for counter signature line for

Director or Assistance Director
Office of Post Award Management
University of Massachusetts Amherst
Mass Venture Center
100 Venture Way, Suite 201
Hadley, MA 01035-9450

The letter should include the following:

- Include the Sponsor Award # and UMASS Account # on the letter
- The amount of time you are requesting for the extension. Specify new end date.
- A brief summary - progress report on what has been accomplished in the past 2 years
- An explanation as to why the funds weren't spent during the original project period and extension.
- Include budget form SF 424 R&R (work with the Controller's office to determine the figure).
- Detailed budget justification to show how the funds will be used during the second NCE period. Reminder per policy PI must have measurable effort UMass recognizes: the measurable effort during a NCE period should be justifiable according to the amount of remaining work but could be as low as 1% -unless the Sponsor has specified specific effort requirements in the terms and conditions of the NoA.
- What will be accomplished during the 2nd NCE, if approved.