

# No-Cost Extension Requests

## Background

A no-cost extension may be used to extend the budget and project periods of an award for up to 12 months for appropriate reasons detailed below. Note: once a no-cost extension is in effect, the due dates for all required closeout reports will be aligned with the new budget/project end date.

## First No-Cost Extension

The grantee may extend the final budget period of the previously approved project period one time for a period of up to 12 months beyond the original expiration date shown in the NoA if:

1. No term of award specifically prohibits the extension,
2. No additional funds are required to be obligated by the NIH awarding office,
3. The project's originally approved scope will not change, and
4. Any one of the following applies:
  - Additional time is required to ensure adequate completion of the project,
  - Continuity of NIH grant support is required while a competing continuation application is under review, or
  - The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.

As of October 1, 2011 - grantees must use the No-Cost Extension feature in the [eRA Commons](#) to notify NIH when they exercise their one-time authority to extend the final budget period of a grant without additional funds (see NOT-OD-11-098: [Mandating Use of the Commons to Submit No-Cost Extension](#)).

Grantees should initiate the first no cost extension via eRA Commons prior to the project period end date. The link opens 90 days before the project end date. The [eRA Commons Help Desk](#) should be contacted if any difficulty is experienced in completing this action.

Grantees should contact the Grants Management Specialist if a separate award has been issued for an administrative supplement.

Once the eRA Commons link is closed, the no-cost extension action becomes a prior approval request. If the grantee narrowly misses the deadline due to circumstances beyond their control, they may contact the NHGRI specialist to explain the situation. However, if the deadline has been missed by 30 days or more, a written prior approval request must be submitted.

## Subsequent No-Cost Extensions

Any additional project period extension beyond the initial extension requires NHGRI prior approval. Grantees must submit a written request at least 30 days before the end of the current project period. The request should be sent to the Program Director and the Grants Management Specialist and include the following information:

- The amount of funds remaining, and an explanation for why they have not been spent,
- A scientific rationale for continuing the project,
- An explanation of why the project has not been completed,
- Any significant changes in key personnel named on the NoA; such as effort reduced 25% or greater, withdrawal from the project, or change in make-up of the PD/PI model,
- Endorsement of the request by an Authorized Organizational Representative (AOR).