

No Cost Extension (NCEs) – Prior Approval Requests (PARs)

What?

A No Cost Extension (NCE) is an extension of time to a project period and/or budget period provided by the Sponsor to complete the work without additional funding or competition.

When?

The PI completes a **No Cost Extension (NCEs) PAR** if they feel the project can be completed with the funds remaining but needs more time to complete the work. You must request an official extension of the end date of the project, known as a “no-cost extension.”

Many federal agencies allow for a one-time 12-month automatic time extension as long as notification is provided to the agency at least 10-30 days prior to the award termination date (see the [FDP Matrix](#)); such notifications are submitted by ORA on behalf of the PI.

Other agencies may also require a formal request for extension, which is approved and submitted by ORA.

How?

NCE PARs are initiated by the PI and are usually submitted to the sponsor directly by ORA. **PIs will be reminded of the option to initiate an NCE starting 90 days prior to the end date of the project.** Additional reminders to initiate an NCE will continue to be provided to PIs in the 60 and 30-day closing communications. These will be delivered via email to the PI. **If an NCE is needed it must be submitted through ORA.** Principal Investigators (PIs) are generally not authorized to communicate NCE PARs directly to the sponsor unless otherwise established in the terms and conditions of the award.

ORA is available to provide guidance and support on the appropriate method of an NCE PAR. Please reach out to ORA with any questions or needs related to NCE PARs.

- External approvals of an NCE will be monitored by ORA pending the sponsor’s decision. The final approval or denial from the sponsor will then be communicated to the PI once it is received. This response will be documented in InfoEd.

Contact Information

For questions regarding this procedure, please contact researchadministration@wcu.edu.