



PI REQUEST FOR NO-COST EXTENSION (NCE)

No-cost extensions are prepared and submitted by the Office of Research and Sponsored Programs (ORSP). 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 ORSP at csup_orsp@csupueblo.edu, copying your college Dean and Chair/Supervisor.

For NCE requests to NSF, PIs can submit their requests via NSF Research.gov – Once completed, contact the ORSP team for review and approval in Research.gov.

REQUIRED INFORMATION:

Principal Investigator (PI)/Project Director (PD): _____

Dept. _____ Dean (if applicable): _____

Chair or Supervisor _____

Grant Account Number: _____ 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, then additional documentation may be required by the sponsor (budget, justification, progress report, etc.) in support of the extension request.

Answer the following:

- | | | |
|---|-----|----|
| a. Are there any changes to the Scope of Work (SOW)? | Yes | No |
| b. Will the PI/PD and any key personnel continue to have at least 3% minimum effort charged to the project during the extension period? | Yes | No |
| c. Are there Subawards that need to be extended? | Yes | No |
| <i>If yes, please provide the name of the subrecipient organization and their requested end date: _____</i> | | |
| d. Have you been in contact with the Sponsor? | Yes | No |
| <i>If yes, please provide contact information for that individual: _____</i> | | |

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: _____
