Frequently Asked Questions

1. When should I request a no-cost extension?

The no-cost extension form should be completed and submitted to Grants & Contracts Administration (GCA) 45 days prior to the current end date of the project. However, some sponsors may require additional time. Please allow time for GCA and Research, Development & Compliance (RD&C) to review and process your request.

2. How long of a no-cost extension may I request?

You should request the actual amount of time needed to complete the project. Typically, requests are up to twelve months.

3. What are some reasons a sponsor may approve a no-cost extension?

Additional time is needed to assure completion of the original approved project scope and objectives. This may be attributable to the following:
- Lack of success in locating a graduate student with suitable capabilities.
- Extensive delay in production or shipment of key equipment or supplies.
- Transfer of a key project participant, or time lost due to illness/injury of a key project participant.

4. Under what conditions are requests likely to be denied?

- The request was made only for the purpose of using remaining funds.
- The request was received after the deadline for submission of request or after the original end date.
- The terms and conditions of the award prohibit the extension.

5. Who approves or denies my request for a no-cost extension?

Some sponsors will allow the institution to approve or deny requests following sponsor-defined guidelines, while others require the institution to submit the request to the sponsor for approval.

6. How will I know if my request has been approved by UND?

RD&C will notify the PI that the no-cost extension has been approved or denied. The documents will then be ready to be mailed by the PI if applicable.

7. How will I know if my request has been approved by the sponsor?

Typically RD&C will receive the notice. RD&C will notify the PI and GCA directly, once approved or denied. If the PI received notice directly from the sponsor, the PI is to forward the communication to GCA.
8. What happens if the effort of any key personnel is reduced during the no-cost extension period?

If the reduction is greater than (> 25%) sponsor approval is required. Please contact GCA for further instructions. An example of the 25% reduction is if you proposed effort of 50% and reduce your effort to 30% you will have reduced your effort by 40% and need sponsor approval.

9. What happens if I haven’t received the approval for the extension and the award has ended?

All grant and contract activities must cease. The PI should follow these next steps:

1. Contact the sponsor to see what the status of the no-cost extension is.
2. Contact GCA to discuss the options available.

10. May I submit a request for a second no-cost extension?

Yes. When a second request is allowed, it usually requires direct review by the sponsor and a lead-time of approximately 60 days. For more information, consult the terms and conditions of your sponsored agreement, sponsor guidelines, or contact UND GCA for guidance.