**No-Cost Extension Template**

A no-cost extension is a request to allow the continuation of the study beyond the originally agreed-upon period of performance, without asking for extra funds. In other words, the PI asks that the project period be extended such that the remaining work is completed, and the remaining funds are expended. Before submitting a no-cost-extension request, please first check if it is allowable under the Notice of Award AND check with the Office of Research Administration (ORA) at [ask.ora@morgan.edu](mailto:ask.ora@morgan.edu).

For your information:

* First no-cost extension: Many federal agencies grant the first no-cost extension automatically, as long as the request is submitted in time. Please check the Notice of Award, and check with the ORA at least 60 days prior to the final date of the award.
* The second or third no-cost extension: A request for a second or third no-cost extension typically needs to be submitted to the agency 45 days prior to the final date of the first no-cost extension. Please build in enough time. Submit the following information to the ORA at least 60 days prior to the final date of the first no-cost extension:
  + Detailed explanation of why the project could not be completed by the originally approved end date;
  + Scientific rationale for continuing the project;
  + If requesting a third extension (rarely approved), compelling scientific justification that warrants a third and final extension;
  + A brief progress report that communicates the scientific progress made from submission of the last progress report to the present;
  + Amount of Direct Costs and Facilities and Administrative (F&A) costs remaining (estimated unobligated balance) in U.S. dollars.

If a no-cost extension is acceptable under the guidelines of the Notice of Award and approved by the ORA, then:

1. Fill out the following letter template, not forgetting to delete this cover page and the yellow highlights;
2. Send the finished letter, the updated budget and budget justification and a timeline for completion of the intended activities through [DocuSign](http://www.docusign.net) to be to be signed by Farin Kamangar ([farin.kamangar@morgan.edu](mailto:farin.kamangar@morgan.edu)), Assistant Vice President for Research.
3. Once signed by Farin Kamangar of ORA, NSF awards require the No-Cost Extension to be requested through Research.gov, and NIH awards through eRA Commons.

For the following letter:

The yellow highlights need to be replaced with your specific information (please see worksheet below).

**Please remember to delete this instructional coversheet and the highlights before submitting this letter with the accompanying documentation requested above.**

You will need the following information to fill out the following No-Cost Extension Template:

|  |  |
| --- | --- |
| **Field** | **PI Response** |
| *Program Officer’s Information* | |
| Program Officer’s Full Name |  |
| Program Officer’s Title |  |
| Program Officer’s Department |  |
| Program Officer’s Street Address |  |
| Program Officer’s City, State Zipcode |  |
| Program Officer’s Email |  |
| Program Officer’s Honorific | *Dr.Ms.Mr.Mx.* |
| Program Officer’s Last Name |  |
| *Award Information* | |
| Funding Agency |  |
| Award Type | *Contract/Project/Grant* |
| Award Number |  |
| PI’s Full Name |  |
| Award Title |  |
| Period of Performance (POP) Start Date |  |
| POP End Date |  |
| Award Amount |  |
| , with matching costs of $MatchingCosts | *Add this section IF there are matching costs to document – if unsure, check your Notice of Award* |
| *Detailed Explanation* | |
| Explanation | *Start with Dr. PI’sLastName plans to…* |



February 23, 2023

ProgramOfficer’sFullName

ProgramOfficer’sTitle

ProgramOfficer’sDepartment

ProgramOfficer’sStreetAddress

ProgramOfficer’sCitySTZip

ProgramOfficer’sEmail

**RE: No-Cost Extension Request for FundingAgency-Funded Contract/Project/Grant #AwardNumber (PI: Dr. PI’sFullName)**

Dear Dr.Ms.Mr.Mx*.* ProgramOfficer’sLastName,

Morgan State University (MSU) is requesting a no-cost extension of the FundingAgency-funded Contract/Project/Grant, #AwardNumber (PI: Dr. PI’sFullName), entitled “AwardTitle” from POPStartDate to POPEndDate, for NCELength. This Contract/Project/Grant has been funded for $AwardAmount, with matching costs of $MatchingCosts.

During the no-cost extension period, Explanation - Dr.PI’sLastName plans to…

Enclosed please find the following documents:

1. Budget and budget justification for the intended activities;
2. Timeline for completion of the intended activities.

Please do not hesitate to contact me if you have any questions or concerns. We thank you for considering this request.

Sincerely,

Farin Kamangar, MD, PhD

University Distinguished Professor

Assistant Vice President for Research

Morgan State University

Email: [farin.kamangar@morgan.edu](mailto:farin.kamangar@morgan.edu)

Cell Phone: 301-655-9280