



No Cost Extensions

There are two slightly different ways to obtain a no cost extension, depending if your project has “*expanded authority*” which is discussed more in detail below. If you cannot complete your project aims within the specified project period, NOAA will allow you to extend your project. We refer to this as a no-cost extension (NCE). A NCE extends the original project period, allowing the completion of project aims without additional funds being provided by NOAA. You must have project-related reason to extend your project end date. Extensions may not be obtained for the sole purpose of spending remaining funds. This action must be taken before the project period ends, and grantees are required to notify NOAA.

Grantees may extend the project period when the following conditions are met:

- If no additional funds are required
- If there will be no change in the project’s originally approved scope

In order to mandate an extension, one of the following criteria must be applicable:

- Exceptional circumstances warrant and additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project
- Delay in hiring appropriate personnel
- Extensive delay in production or hiring contactors
- Time lost due to transfer, illness or injury of key personnel
- Time lost due to hurricane/disaster

NOTE: The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension request.

What should my request include?

Requests should include a letter or document outlining the need for a no cost extension with the following required information:

- An explanation as to why project or program goals were not completed during the award project period. (NOTE: Do NOT request to do any work that is “new” and not in the current approved proposal).
- The requested duration of the NCE. The time frame requested cannot exceed 12 months. The request must reflect the number of months it will take to reasonably complete the remaining work, and is subject to NOAA review.
- Identification of the remaining program goals will be accomplished during the NCE period.
- The estimated amount of remaining funding that will be used during the NCE. The funds must reflect only activities related to the remaining project goals that were not completed during the award project period.

How do I submit the request?

The no cost extension request (or notification of extension if you have expanded authority) needs to be completed in Grants Online as an “Award Action Request”. This needs can be created by either the *Authorized Representative* or the *Principle Investigator* for the award, and must be approved and forwarded to NOAA by the *Authorized Representative* in [Grants Online](#).

1. Log into [Grants Online](#).
2. Click the “Award” tab.
3. Click the “Search” or the “Search Award” link. The “Search Award” page is displayed.
4. Click the “Search” button on the “Search Award” page. When your search results populate, click the award number for which you are submitting the no cost extension.
5. On the “Grants File” launch page, select the “Create Award Action Request” action from the action drop down menu then click the “Submit” button.
6. The “Award Action Request Index” page is displayed with the available *Award Action Requests*. Click the link for “No Cost Extension – Prior Approval Required”. The requested page will be displayed for you to complete. Enter the required fields, new project end date, short justification, and click the “Save” button.

Note: If your award has expanded authority, choose the “Award Action Request” titled “No Cost Extension - Prior Approval Waived (Research Terms and Conditions)”

7. The “*Award Action Request*” page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time. After completing the required information, click the “*Save and Return to Main*” button. Another message will display where you can confirm your request and start workflow, click the “*Yes*” button.
8. A review task is sent to your “*Task*” inbox for this request. The review task will go first to the creator of the document and then to the Recipient Authorized Representative(s) in the organization. If you have the role of “*Recipient Authorized Representative*” you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

What is “Expanded Authority” – Prior Approval Waived?

If your award is a research award then you may have *expanded authority*. This allows you to notify NOAA (via an *award action request* in Grants Online at least 10 days prior to the award end date) that you are extending the award for 12 months. After notification is entered in Grants Online, your award will be automatically amended with the new end date. Not all awards have expanded authority, and this authority can only be used once.

My award already expired. Can I reopen it?

Unfortunately, no. *Requests need to be made prior to the award end date*. If you have an extreme circumstances, please talk to your Federal Program Officer and Grants Officer to discuss options, but please don’t expect miracles. Due to this factor, it is very important that you submit the no cost extension at least *30 days* before the end of the award.

More Information on No Cost Extensions

[Grants Online Help Page](#)

[No Cost Extension Grantee Guidance](#)