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## 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.

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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.

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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.
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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.
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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.

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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.

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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.

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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.

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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.
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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.