Transcript – NCE

Welcome to the 9th of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This 9th video focuses on how a Signing Official can access and submit a No Cost Extension request.

In this tutorial, Signing Officials will see how to access the link for a No Cost Extension and submit the request for an NCE.

Additionally, the SO will learn about the limitations and criteria for being granted a No Cost Extension.

First, let us understand what a No-Cost Extension (NCE) is.

The Terms of Award for an NIH grant allow grantees to extend the final budget period of a grant by as much as 12 months, as long as they are not asking for additional NIH funds.

Grantees must initiate the request before the project period ends, and are required to notify NIH when they have done so.

Grantees may extend the final budget period of the project when the following conditions are met

a. If no additional funds are being requested by the grantee.

b. If there will be no change in the scope of the project as originally approved.

In order for an extension to be granted, one of the following criteria must be met

a. Additional time is needed to ensure adequate completion of the originally approved project.

b. Continued NIH grant support is required while a competing continuation application is reviewed.

c. If the project does not receive continued support, the extension is necessary to permit an orderly closeout of the project.

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

Now let us look at how to access a No Cost Extension request.

To access the No Cost Extension, you must first log into eRA Commons.

After logging into eRA Commons, click the Status menu option.

Using the General Search option, the Signing Official can search for a desired grant.

On the Status Result - General Search screen, select the Extension link from the Action column for the appropriate grant.

The No Cost Extension link is made available on the Status Screen 90 days before the project periods ends.

It is removed at midnight of the project end date.

Clicking the link will open the No Cost Extension screen.

On the form, select the number of months from the drop-down list that you want to extend the grant.

This will modify the date in the text box labeled "This will extend the project to".

A confirmation screen displays a message that reads, "You selected to extend the project period for this grant for X number of months."

Where X is what you chose from the drop down list. Select the Confirm button to complete the process.

Upon receiving the request, the NIH awarding office will revise the project period ending date and provide an acknowledgement to the grantee.

By extending the project period end date, the grantee agrees to update all required certifications and assurances, including human subjects and animal welfare, in accordance with applicable regulations and policies.

Extending a project by as much as 12 months is a one-time process. Any additional project period extension requires prior NIH approval.

This concludes Tutorial Number 9, Accessing and Submitting a No Cost Extension.

Thank you for watching.