

NO COST EXTENSION REQUEST FORM

*A no cost extension extends the project period beyond the original project end date. "No cost" suggests that there is no additional funding. Please note that a no cost extension **SHOULD NOT** be requested or approved solely for the purpose of spending down residual funds. Use this form if there is a scientific need to extend the project beyond the original end date.

INSTRUCTIONS: Complete the fields below, include any attachments, and click the "Submit" button or email to OPAM@memphis.edu, copying Grants@memphis.edu. The UOB will be verified, then this request will be routed to OSP.

NAME OF REQUESTOR:		DATE OF REQUEST:		<i>NOTE: The NCE must be sent to the sponsor 30 DAYS before the end date if an initial request; else it is due 45 DAYS before the end date and for NSF projects.</i>	
PRINCIPAL INVESTIGATOR/PROJECT INFORMATION:					
Principal Investigator (PI):				Point of Contact:	
Cayuse Project No.:				Index-Fund No.:	
Project Title:					
Sponsor:			Sponsor Award ID:		
Prime Sponsor:			Prime Sponsor Award ID:		
NO COST EXTENSION INFORMATION: Request Type: Initial ☐ Second ☐ Third or More ☐					
Use this section of the form to enter the required information to request the no cost extension.					
PROJECT DATES:	Original Dates:			NCE Dates:	
Justification <i>(Describe why the project was not completed by the original end date):</i>					
NCE Justification <i>(Describe plans to complete the work during the NCE including changes in SOW, if any, and describe how the remaining funds will be spent in the NCE):</i>					
Unobligated Balance (UOB):	\$	As of Date:		Comment: <i>(if any)</i>	
Rebudget for NCE?	YES ☐ <i>(If yes, use the internal budget spreadsheet and attach the NCE budget to this request.)</i> NO ☐			PI or Designee Signature:	
OPAM and OSP USE ONLY:					
Received by OPAM:		UOB Verified:	\$	As of Date:	
Analysis Completed:		Recommendation:			Send to OSP: Completed:
Received by OSP:	Date:	Submitted to Sponsor:	Date:	NCE Approved: NCE End Date:	Send to OSP Awards
	Initial:		Initial:		
Received by OSP Award:	Date:	NCE Entered in Cayuse:	Date:	NCE Award Notice Issued:	NCE FE?
	Initial:		Initial:		