No Cost Extensions (NCEs)

Background Information

A no cost extension (NCE) is submitted when a project is ending, but work on the project is not complete and additional time is needed. Many agencies have requirements for NCEs, so it is important to check the award information to ensure the accurate submission of the request.

General Instructions

The following general rules apply when completing a NCE request:

- Most federal agencies require that a NCE be submitted at least 45 days prior to the end date of the grant. This allows time to process the request before the designated end date.
- For some awards, UNC Charlotte has designated authority to grant the first NCE. All second NCE requests are required to have approval by the sponsor.
- NCE requests should be submitted via email (Grants_Contracts@uncc.edu) using the NCE request form found online here.
- If needing to move funds as part of the NCE, a budget revision request should accompany the NCE so that they can be processed together (as a NCE does not equal a change in budget).

Once the sponsor has made a decision regarding the NCE request, GCA will notify the PI, College Research Office/Department, and the Research Administrators. The designated Research Administrator will update the award documentation in BANNER and notify the PI and College Research Office/Department when the updates are complete so that work can continue on the project (if approved).

If the NCE request has not been approved before the end date of the project, the College Research Office/Department will need to process an AOR on the award in order to keep the fund open.