GGSE Contracts and Grants Office

Requests for No Cost Extension (NCE)

Introduction

As a campus control point for contracts and grants awarded to the UC Regents, the GGSE Contracts & Grants Office oversees and assists Principal Investigators when making a request for a No Cost Extension (NCE) if the award terms allow for extensions. Note that PIs are not authorized to make requests to funding agencies directly.

A contract or grant NCE can be requested when circumstances hindered the completion of project deliverables by the project end date. It is in the PI’s best interest to examine the budget throughout the project and plan for the optimal use of funds towards on-time completion of project deliverables. This is particularly critical when re-budgeting contributes to the successful, on-time completion of the project deliverables. When unavoidable circumstances delay completion of final deliverables, the GGSE Contracts & Grants Office on behalf of the PI can ask the campus Office of Research to request an NCE from the funding agency, consistent with the agency’s guidelines and procedures.

Factors considered when a NCE request is reviewed by the GGSE

- Is the project and associated deliverables complete? If so, an NCE will not be considered for the sole purpose of spending down remaining funds.
- First NCE request. Typically, a first NCE request per award is supported by the GGSE. Work with your grant administrator to prepare the NCE request and rationale per agency guidelines.
- Second NCE request. These requests are reviewed by the Associate Dean for Research prior to submitting a request for campus endorsement and submission to the funding agency. Additional rationale is required: What is the spending plan? and What is the plan to finish the project deliverables? Prepare a memo and explanation with clear rationale as to why NCE is needed and submit using the form at the link below.
- Third NCE request. It would be “most” unusual for a third NCE to be supported and would need to be supported by extra ordinary circumstances. If this is the case, then submit an NCE request.

Want to request a second or third NCE? Here is the link to the GGSE NCE request form:

https://ucsbeducation.az1.qualtrics.com/SE/?SID=SV_5gSopKR77zrGZ3j&O_JFE=0