

CONNECTICUT SEA GRANT NO-COST EXTENSION GUIDELINES

Investigators are expected to follow the project's approved timeline, and complete the project by the award end date. When circumstances prevent this, the lead principal investigator should submit a written request for an extension without additional funds (referred to as a no-cost extension or NCE).

A request for a NCE must be submitted to Connecticut Sea Grant (CTSG) at least two months prior to the project's original end date, following the checklist below. The lead principal investigator must describe how and why progress was delayed, which remaining objectives are yet to be completed and provide a new timeline for their completion. If a major deviation from the original budget is also proposed, then an explanation of how the PI plans to use the remaining grant funds is needed. If approved, the CTSG fiscal officer will discuss with the PI any re-budgeting implications. The fact that funds may be remaining in a grant is not a justifiable reason for requesting a NCE, nor are delays in QAPP approval for LISS awardees.

Terms of a NCE

Only one NCE per project may be granted, with a maximum duration of no more than one (1) year. CTSG's ability to approve project NCE requests may be limited by conditions and limitations established in its overall award from the federal sponsor.

The project is still subject to the original terms of the award during the NCE period. Complete cost-share documentation for the final project year is still due within 60 days of the original term date of the award, regardless of the length of the NCE granted.

At the time a NCE request is made, the lead investigator should also submit a progress report using the Progress/Final Report Form posted on the CTSG webpage <http://seagrant.uconn.edu/funding/> located under the "Resources and Forms" tab. In addition, the lead investigator is expected to submit the required final report detailing the project results within 60 days after the NCE end date.

NCE Request Checklist

The following guidelines for a NCE request can also be found on CTSG's web site:

<http://seagrant.uconn.edu/funding/policies/>

- Must be submitted by lead principal investigator
- Must describe:
 - how and why progress has been delayed
 - which objectives have not yet been completed and a new timeline for completion
 - any requests to deviate in a significant way from original budget
- Cost-share documentation for CTSG projects of all affiliated investigators must be up-to-date
- Progress and/or completion reports for CTSG projects of all affiliated investigators must be up-to-date
- Must be received by CTSG **at least two months prior to the original project term date:**

Please send the NCE Request and Progress report (Word or PDF format) to:

Syma Ebbin, Research Coordinator

Connecticut Sea Grant

Email: syma.ebbin@uconn.edu