

# RIT SRS No Cost Extension (NCE) Request Form

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PI Name: \_\_\_\_\_ Oracle Project Number (e.g. 3xxxx): \_\_\_\_\_

Project Title: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Sponsor Award Number: \_\_\_\_\_

Current End Date: \_\_\_\_\_

Funds Remaining: \_\_\_\_\_

Length of Extension Request:  12 months (Std. for NSF/NIH/NASA\*)

Other: \_\_\_\_\_

\*Note: NASA requires submission of the NCE request with a current progress report within the last 60 days of the period of performance.

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**Please check one** (*Please note that NCE Requests are not guaranteed and may require sponsor approval*):

1st No Cost Extension Request for this project.

2nd No Cost Extension Request for this project\*

3rd No Cost Extension Request for this project\*

\*If you have more than 20% of the funding remaining, a detailed internal budget projecting how the funds will be spent must accompany this form.

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**Reason for your request** (remaining funds is NOT a valid reason for requesting a NCE):

- What additional tasks, as originally proposed, need to be accomplished?
- Reason(s) why the project was unable to be completed in the allotted time?

- Is the spending plan consistent with the current approved budget categories and activities?  
 Yes or  No If not, please explain.

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*All requests should be submitted no less than 45 days in advance of the current end date unless otherwise specified by the terms of the award. Submission of this form in a timely manner is strongly encouraged. Sponsors may not accept requests submitted inside of 30 days prior to the current end date.*

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Please send your request to: [PostAward@rit.edu](mailto:PostAward@rit.edu)

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**Internal Use Only**

**SRS Notes:**