

# 1ST NO-COST EXTENSION REQUESTS

---

**No-cost extensions should be requested when additional time beyond the established expiration date is needed to complete the original project. All requests should be submitted **before** the end of a project.**

## NIH Process

- eRA Commons has an **Extension** link available for an institution's signing official to process a no-cost extension up to one year past the project's original end date. This link is available 90 days before the project's end date.
- Should a grantee fail to process an NIH extension through the Commons link, the same documents required for a second NCE must be submitted to the sponsor:
  - Letter to the sponsor signed by the Principal Investigator and Institutional Signing Official that details the new end date requested and reason for the extension
  - Detailed budget of the remaining funds to be used
  - Detailed budget justification

**All no-cost extension requests should be submitted in PEER**

**\*\*Second no-cost extensions should be requested no later than 30 days before a project's end date.**