



DHHS No Cost Extensions in RAMP



How to Request Extensions on Direct DHHS Awards

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What are No Cost Extensions?

- NIH defines a no-cost extension (NCE) *as an extension of time to a project period and/or budget period to complete the work of the grant under that period, without additional federal funds or competition. Additionally, a project's originally approved scope cannot change.*





How can I request a No Cost Extension?

- Department/Division: Request within RAMP
- RSP: Request with the Sponsor





Request within RAMP: Direct DHHS Awards

First NCE Requests

For most NIH awards, UW Madison can exercise the allowance of a first no cost extension. For any K, R35, or DP awards- these awards may have commitments that also must be maintained during the extended period and may require GMS approval to reduce effort even in the extended period. Departments should confirm when the award is planned to be extended if the commitment will continue or if prior approval will be sought in advance ([See Step 1: Reviewing Commitments](#)).





First NCEs in RAMP-All Direct DHHS Awards

- AMR request (with reviews obtained)
- Should include a document/letter with the following:
 - A clear justification statement, summary of progress to date
 - Reasonable estimate of funds remaining, what the funds will be used on, and a timetable for completion of the project.
 - This letter should be signed by the PI and include a signature line for the RSP representative.

While this letter may not be sent to the sponsor directly, this serves as reassurance that the University is not: extending the award merely for the purpose of using the unobligated balance, prohibited from extending due to the terms and conditions of the federal award, and requesting additional federal funds. Finally, the letter confirms that this extension does not involve any change in the approved objectives of scope of the project.





Caveat- Multi Year Funded (MYF) NIH Awards

Special consideration: Multi Year Funded Awards (example, 2-year R21 awarded at once, or all 5 years of R01 awarded in one NOA)- These awards will not have an extension link in Commons. As a result, their requests are submitted in the prior approval module by an SO in RSP.



Prior Approval Requests

- AMR request (with reviews obtained)
- Should include the below information/documents:
 - The number of months requested.
 - The estimated unobligated balance remaining.
 - Does the PI maintain measurable effort?
 - Applicable last protocol approval date (IACUC, IRB, BIOS)
 - PDF- Progress Report; *This is usually a brief, one page summary of the progress made on the award during the last budget period. It should provide an update on the work that has been completed since the last progress report was submitted as well as any work that is planned to be completed during the proposed extension period.*
 - PDF- Budget; *This is typically formatted using the PHS 398 forms. This is composed of a line-item budget and budget justification describing what the unobligated balance would be utilized for in the extension period.*
 - PDF-Justification; *This is the justification for the no cost extension, including any issues that may arise if the extension is not granted. Discussion of where aims are at as well as what would be completed during the second extension period. This should be on UW Letterhead, signed by the PI, and include a signature line for an RSP representative.*



Prior Approval Requests: Commons Screen



Request Details

Request ID: 45589

Number of Months *

Proposed Budget Period End Date

Proposed Project Period End Date

Amount of Unobligated Balance *

Does PI Maintain Measurable Effort? *

Progress Report *

Drop file or [browse](#) to attach up to 1 PDF files, not exceeding 6MB per file.

Budget Document *

Drop file or [browse](#) to attach up to 1 PDF files, not exceeding 6MB per file.

Justification Document *

Drop file or [browse](#) to attach up to 1 PDF files, not exceeding 6MB per file.



Prior Approval Requests: RAMP Update



Grants > McDowell R01 Renewal > McDowell R01 Renewal > McDowell 2nd NCE

[? Help](#)

Pending Sponsor Review

View Modification Request

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McDowell 2nd NCE

AMR00002108 Modification Request

Submitted By:	INNA LARSEN	Request Date:	5/1/2024
Specialist:	BRIDGETT MOLINAR	Award:	McDowell R01 Renewal (MSN235194)

History	Attachments	Reviewers
Activity	Author	Activity Date
Comment Logged Prior Approval submission.	MOLINAR, BRIDGETT	5/20/2024 1:10 PM
Prior Approval_ No Cost Extension Request for Award 5R01EY026529-07.msg PA47889.pdf		
Sponsor Prior Approval Sent Prior Approval request submitted in Commons.	MOLINAR, BRIDGETT	5/20/2024 1:09 PM



Prior Approval Requests: Award in RAMP



Modifications	Totals	Funding Allocations	Deliverables	Related Projects	Reviewers	Correspondence	History	Attachments	...
Modification Requests									
Name	SmartForm	Execute Activity	▼ Date Modified	State	Submitter	Specialist			
McDowell 2nd NCE	[Form] ▼	Execute Activity... ▼	5/20/2024 1:10 PM	Pending Sponsor Review	INNA LARSEN	BRIDGETT MOLINAR			
Modifications									





Special Consideration: Mid Period Extensions

Mid-period extensions cannot be done via Era Commons and require an email to the GMS. These are typically prompted during review of progress reports to address remaining unobligated balances to potentially avoid an offset situation. Guidance from the NIH office on what is needed for the extension dictates what information is needed and to whom. Be sure to work with your RSP accountant if you encounter this situation as requests from the GMS can change and you potentially could use your first no cost extension.





Thank You!

Questions? Feedback welcome!

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