**No Cost Extension Application – 2022 Round**

**Project Title:**  Click here to enter text.

**Initial Grant end date:** Click here to enter text.

**NCE Submission date (today):**  Click here to enter text.

**Awarded Amount:** Click here to enter text.

**Projected Balance as of today’s date:** Click here to enter text.

**PIs & Team:** Click here to enter text.

**Contact email(s):** Click here to enter text.

**Assigned Mentor/Advisor (if applicable):** Click here to enter text.

**Finance/Task Manager (individual managing the award):** Click here to enter text.

**OTL Docket # (if applicable):** Click here to enter text.

**IRB/APLAC approval # (if applicable):** Click here to enter text.

**Requested no cost extension timeframe:** Click here to enter text.

***PURPOSE****: To request extended time for use of Stanford-Coulter Program Award funds (no additional funding).*

***PROCESS:***

*Describe project status and any proposed changes as directed. If you are proposing a plan that involves a budget revision, submit your original budget, add a column to include new/changed expenses and justification. Propose a new timeframe. If approved, the revised grant end date is at the discretion of the program director (for example, a 3 month extension time could be approved– in most cases a half year should not be needed to complete the original work plan). Only one no-cost extension is allowed. Investigators will be notified within two weeks regarding application status.*

***INSTRUCTIONS:*** *Complete the NCE document (~1-2pages). Submit to Linda Lucian (**llucian@stanford.edu**) prior to April 15th, 2023.*

***REQUIRED CONTENT***

1. Briefly re-introduce your project, share original milestone plan and current status.
2. Explain why you need to request an NCE - why is your project delayed, not hitting milestones and/or funds not expended by award end date? Include factors that have contributed to delays or underspending (technical issues, personnel changes, unexpected outcomes, lower costs).
3. Describe what work will be completed during a no cost extension, reference the proposed timeframe, include milestones and how the remaining funds will be used during the no cost extension timeframe.
4. All proposed budget revisions should be incorporated in an additional column (side by side) on the original approved budget spreadsheet. Include new justifications if applicable.