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## Grants Management Helpful Hints

### No Cost Extensions

Recipients may receive an unfunded (“no-cost”) extension of their award beyond the original expiration date if they need more time to finish the sponsored project with a valid reason. *Grants may not be extended merely to allow recipients to spend unobligated funds, or do new activities not already described in the approved project narrative.* Requests must be submitted at least *30 days prior* to the expiration of the award in Grants Online. There are two slightly different ways to obtain a no cost extension, depending if your project has “*expanded authority*” which is discussed more in detail below.

### What should my request include?

Requests should include a letter or document outlining the need for a no cost extension with the following required information:

- What work in the approved proposal remains to be completed? (*NOTE: Do NOT request to do any work that is “new” and not in the current approved proposal, it will be denied.*)
- What is the requested new expiration date?
- Explain why the work was not completed during the original award period.
- How much unobligated funds remain?
- Provide a budget for work to be completed during the extended period, including federal and nonfederal share.

### How do I submit the request?

The no cost extension request (or notification of extension if you have expanded authority) needs to be completed in Grants Online as an “Award Action Request”. This needs can be created by either the *Authorized Representative* or the *Principle Investigator* for the award, and must be approved and forwarded to NOAA by the *Authorized Representative* in Grants Online.

1. Log into [Grants Online](#).
2. Click the “Award” tab.
3. Click the “Search” or the “Search Award” link. The “Search Award” page is displayed.
4. Click the “Search” button on the “Search Award” page. When your search results populate, click the award number for which you are submitting the no cost extension.
5. On the “Grants File” launch page, select the “Create Award Action Request” action from the action drop down menu then click the “Submit” button.
6. The “Award Action Request Index” page is displayed with the available *Award Action Requests*. Click the link for “No Cost Extension – Prior Approval Required”. The requested page will be displayed for you to complete. Enter the required fields, new project end date, short justification, and click the “Save” button. *Note: If your award has expanded authority, choose the “Award Action Request” titled “No Cost Extension - Prior Approval Waived (Research Terms and Conditions)”*
7. The “Award Action Request” page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time. After completing the required information, click the “Save and Return to Main” button. Another message will display where you can confirm your request and start workflow, click the “Yes” button.
8. A review task is sent to your “Task” inbox for this request. The review task will go first to the creator of the document and then to the Recipient Authorized Representative(s) in the organization. If you have the role

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of "*Recipient Authorized Representative*" you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

### **What is "Expanded Authority"?**

If your award is a research award and you are a university or non-profit, you may have *expanded authority*. This allows you to notify NOAA (via an *award action request* in Grants Online at least 10 days prior to the award end date) that you are extending the award for 12 months. After notification is entered in Grants Online, your award will be automatically amended with the new end date. Not all awards have expanded authority, and this authority can only be used once.

### **My award already expired. Can I reopen it?**

Unfortunately, no. *Requests need to be made prior to the award end date*. If you have an extreme circumstance, please talk to your Federal Program Officer and Grant Officer to discuss options, but please don't expect miracles. Due to this factor, it is very important that you submit the no cost extension at least **30 days** before the end of the award.

### **More Information on No Cost Extensions**

**Grants Online Help Page**

[No Cost Extension Grantee Guidance](#)

**2 CFR, Chapter 2, PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**

[Section §200.308 Revision of budget and program plans](#)