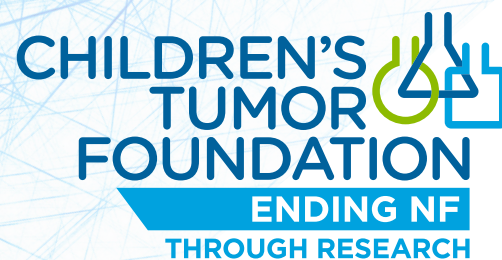# No-Cost Extension (NCE) Policy

In accordance with applicable regulations and policy, all terms and conditions of the award apply during the extension period. Upon notification of approval, CTF will revise the project period end date and provide an acknowledgment to the grantee.

NOTE: The Fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds. Grantees may request a <u>one-time</u> No Cost Extension to extend the final budget period of the previously approved project up to 12 months beyond the original expiration date shown in the Notice of Grant Award. Further Extensions may be considered by CTF on a case by case basis.

Grantees may extend the final budget period of the project when the following conditions are met:

- No additional funds are required by The Children's Tumor Foundation
- There is no change in the project's originally approved scope
- No term of award specifically prohibits the extension
- Additional work remains to be completed on the project and resources are available to continue to support the project
- Additional time is needed beyond the end date to ensure adequate completion of the originally approved project
- The extension is necessary to permit an orderly closeout of the project

In extending the final budget period of the project, the grantee agrees to:

- Update all required certifications and assurances, including but not limited to those pertaining to human subjects and vertebrate animals
- Provide a completed No Cost Extension Form
- Provide a detailed budget of funds remaining and briefly describe how these funds will be spent

To submit a No Cost Extension

Please email grants@ctf.org. Subject title – "No Cost Extension Request" along with a NCE form (and all additional documents, i.e. remaining budget information and institutional compliance/certification forms if need be).

<u>Requests must be submitted at least one month prior to the original project end date.</u>