
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

No Cost Extension Requests

Overview

The West Virginia Clinical & Translational Science Institute realizes that circumstances may occur that prevent a Principal Investigator (PI) from achieving her/his project objectives by the award expiration date. Under these circumstances, the PI should consider a no cost extension (NCE).

Purpose

The purpose of this policy is to identify the procedure by which PI requests a NCE for a project supported by WVCTSI funds.

Scope

This policy applies to all projects as well as personnel funded in part or in whole by the WVCTSI.

Clarification

The policy outlined here applies to all WVCTSI agencies/partner sites. All partner sites should follow their institutional policies and procedures regarding communication of requests of WVCTSI.

Definitions

Staff – administrative or professional personnel whose primary appointment rests with the West Virginia Clinical and Translational Science Institute

Agencies – West Virginia University, West Virginia University Research Corporation, West Virginia University Healthcare doing business as WVU Medical Corporation or University Health Associates, Charleston Area Medical Center, WV School of Osteopathic Medicine

Policy

The Principal Investigator (PI) is expected to adhere to the approved time line and complete the project's objectives by the award's end date. If an NCE is necessary to complete the objectives, the PI should work with the WVCTSI point of contact to process a request for an NCE. The WVCTSI Director of Research Administration is responsible for making sure that the NCE request from the PI is processed appropriately according to sponsor guidelines.

Procedures

It is appropriate to request an NCE for an award that has an approaching expiration date if awarded funds still exist and/or all project objectives have not been accomplished. Please note: Sponsors expect that the original award terms and conditions will extend throughout the award period, including a no-cost extension period. If human subjects or animal research is occurring, it is essential to ensure that protocols are extended for the life of the award, including during the NCE period. In addition, the PI should request a NCE via email no more than thirty (30) calendar days prior to the end of her/his WVCTSI supported project. The NCE request needs to be emailed to the Director of Research Administration. If needed, please refer the example of a NCE provided with this policy.

Roles and Responsibilities

The responsibility for interpretation of this policy rests with the Director of WVCTSI.

References and Authority

The cost principles are set forth in the following documents and are incorporated by reference in 45 CFR parts 74.27 and 92.22. As noted below, OMB Circulars A-21, A-87 and A-122 have relocated to Title 2 in the Code of Federal Regulations (2 CFR) :

- OMB Circular A-21 (relocated to 2 CFR 220) — Cost Principles for Educational Institutions.

- OMB Circular A-87 (relocated to 2 CFR 225) — Cost Principles for State and Local Governments and Indian Tribal Governments.
- OMB Circular A-122 (relocated to 2 CFR 230) — Cost Principles for Non-Profit Institutions. Larger non-profit organizations that are specifically listed in Attachment C to OMB Circular A-122 are subject to the Federal cost principles applicable to commercial organizations (48 CFR 31.2) rather than to the cost principles for non-profit organizations.
- 45 CFR 74, Appendix E — Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals.
- 48 CFR 31.2 (Federal Acquisition Regulation) — Contracts with Commercial Organizations.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



Approved By

Date

Example No-Cost Extension Request

Dear <WVCTSI Point of Contact>,

I wish to request a no-cost extension for <Insert Project Title> awarded by WVCTSI. The current project end date is <Insert Current End Date>, and I wish to extend the project end date to <Insert New End Date>.

The total amount of unobligated funds remaining to support this effort is <Insert Remaining Balance>.

<If balance is remaining is significant, explain why funds have not been spent as planned.>

By extending the end date of the project I will be able to use existing project funds to:

<Describe the remaining work/objectives to be completed during the NCE period.>

Thank you for your time and consideration. Should you have any questions or concerns regarding this request, please feel free to contact me at your earliest convenience.

Sincerely,

<PI name and title>