**NO COST EXTENSION REQUEST**

NCEs are no cost extensions given to allow additional time (without additional funding) to complete your research project. ASF will consider a NCE for a 6 month period of time. In addition to explaining the scientific need for the extension, your financial office will need to provide a report that includes expenditures encumbered and remaining funds current to the end date of the original award.

|  |  |
| --- | --- |
| PI or Fellow Name: |  |
| Mentor Name (if applicable): |  |
| Dates of award |  |
| Proposed NCE start date: |  |

1. Please summarize the findings to date, starting from the beginning of the granting period. Please be detailed without providing item or subject level data. Include full citations of publications that have been made possible by the award. Use as much space as you need.
2. Provide a 5-7 sentence lay summary that can be posted on the ASF webpage. Provide links to PubMed articles, if appropriate.
3. Explain the reason for the NCE request, including unexpected scientific findings, staffing issues, or any other obstacles that were encountered.
4. Detail your plans to complete the study during the NCE period, and how the obstacles in item #3 will be addressed.