

Guidance for Cooperative Institutes No Cost Extensions Requests

Overview

The transition to the Grants Enterprise Management System (GEMS)/eRA Commons platform and the change to a T1/T3s structure created several challenges and confusion around No Cost Extensions (NCE) for Cooperative Institute awards. This document will provide guidance about the current process and will be updated as new eRA features may become available in the future.

1. No Cost Extensions for T1 Umbrella Award

1.1 First No Cost Extension for the T1 Umbrella Award

→ **How do I submit the first NCE request for the T1 project?**

You can find instructions on how to submit a Revision Request in eRA [here](#).

The first NCE on the **T1** award should be submitted in eRA under the T1 award using the "**No Cost Extension - Prior Approval Waived**" Revision Request option. Unlike Grants Online, eRA **does not** automatically approve a Prior Approval Waived request. While the approval is waived, in eRA NOAA staff manually reviews and processes the request, so you should provide the documentation listed below to support your request.

→ **When do I submit the first NCE request for the T1 project?**

The **T1** umbrella award should only be extended towards the end of the regular 5-year Period of Performance. The request must be submitted in eRA at least **10 days** before the end of the regular T1 award Period of Performance.

→ **What information/documents should I include in my NCE request?**

The request for the first T1 extension must include:

- 1) An overall budget for the remaining funds to be used during the NCE;
- 2) A general description of planned remaining activities to be completed during the NCE (see also [Section 2.3](#) of this guidance). **IMPORTANT!** No new work can be proposed during the NCE and no additional funding will be provided on top of what has already been obligated;
- 3) A justification for the delays in completing these activities within the original 5 years. Expending remaining authorized funds cannot be listed as reason for the NCE;
- 4) New requested end date for the T1 project, up to 12 additional months.

The request, once approved by the NOAA Grants Management Division, will generate a Notice of Award (NoA) reflecting the new extended period of performance of the T1 umbrella award. eRA Commons and ASAP will also reflect the new period of performance after the approval of the extension. **IMPORTANT:** This NCE only extends the T1 umbrella award and makes remaining funds available up to an additional 12 months. To extend the specific activities at the T3 project level please follow the instructions under [Section 2](#) of this guidance.



Department of Commerce
National Oceanic and Atmospheric Administration (NOAA)
OAR Cooperative Institutes Administration Office (CIAO)

Notice of Award (NoA)
NA19OAR4320073-T1-01

RECIPIENT INFORMATION	FEDERAL AWARD INFORMATION
1. Recipient Name COLORADO STATE UNIVERSITY 601 S HOWES ST FORT COLLINS, CO 80521	10. Award Number / FAIN NA19OAR4320073-T1-01 Revision 3 / NA19OAR4320073 / Mod 217
2. Congressional District of Recipient 02	11. Award Type Cooperative Agreement
3. Employer Identification Number (EIN) 84-6000545	12. Period of Performance Start Date & End Date 07/01/2019 – 06/30/2025
4. UEI LT9CXX8L19G1	13. Federal Share of Cost \$608,383
5. Recipient Point of Contact Steven Miller (Contact) Steven.Miller@colostate.edu	14. Recipient Share of Cost \$0
6. Authorized Official Mr. Ford, Chris Chris.Ford@colostate.edu	15. Total Federal and Recipient Cost \$608,383
FEDERAL AGENCY CONTACT INFORMATION	16. Opportunity Number NOAA-OAR-CIPO-2019-2005602
7. Grant Specialist Aniyah Martin aniyah.martin@noaa.gov	17. Project Title Cooperative Institute for Research in the Atmosphere
8. Program Officer	18. Assistance Listing Number and Name 11.432 NOAA Cooperative Institutes
	19. Award Action Type New Competing (UNFUNDED - No Cost Extension - Prior Approval Waived (Research Terms and Conditions))

1.2 Second No Cost Extension for the T1 Umbrella Award

→ How do I submit the second NCE request for the T1 project?

You can find instructions on how to submit a Revision Request in eRA [here](#).

The **second NCE** on the **T1** award should be submitted in eRA under the T1 award using the "**No Cost Extension - Prior Approval Required**" Revision Request option.

→ When do I submit the second NCE request for the T1 project?

The main **T1** umbrella award should only be extended for a seventh year due to unusual or extenuating circumstances. The request must be submitted in eRA at least **30 days** before the end of the T1 Period of Performance.

→ What information/documents should I include in my NCE request?

The request for the second T1 extension must include:

- 1) The reasons for the need of an additional year and why the project activities haven't been completed in the previous 6 years. The reasons should be compelling and due to unusual or extenuating circumstances. We also suggest consulting with the award Federal Program Officer, as some funding may expire during the planned seventh year, should the NCE be granted. Expending remaining authorized funds cannot be listed as reason for the NCE;

- 2) A detailed list of remaining activities to be completed during the NCE);
IMPORTANT! No new work can be proposed during the NCE and no additional funding will be provided on top of what has already been obligated.
- 3) A timeline to complete the remaining activities during the NCE;
- 4) A budget of the remaining funds to be used during the NCE;
- 5) New requested end date for the T1 award, up to 12 additional months;

The request, once approved by the NOAA Grants Management Division, will also generate a Notice of Award (NoA) reflecting the new extended period of performance of the T1 umbrella award. eRA Commons and ASAP will reflect the new period of performance after the approval of this extension as well.

IMPORTANT: This NCE only extends the T1 umbrella award and makes remaining funds available up to an additional 12 months. To extend the specific project activities at T3 project level please follow the instruction under [Section 2](#) of this guidance.



Department of Commerce
National Oceanic and Atmospheric Administration (NOAA)
OAR Cooperative Institutes Administration Office (CIAO)

Notice of Award (NoA)
NA18OAR4320123-T1-01

RECIPIENT INFORMATION	FEDERAL AWARD INFORMATION
1. Recipient Name THE TRUSTEES OF PRINCETON UNIVERSITY 1 NASSAU HALL PRINCETON, NJ 08544	10. Award Number / FAIN NA18OAR4320123-T1-01 Revision 18 / NA18OAR4320123 / Mod 18
2. Congressional District of Recipient 12	11. Award Type Cooperative Agreement
3. Employer Identification Number (EIN) 21-0634501	12. Period of Performance Start Date & End Date 07/01/2018 – 06/30/2025
4. UEI NJ1YPQXQG7U5	13. Federal Share of Cost \$41,963,722
5. Recipient Point of Contact Stephan A Fueglistaler (Contact) stf@Princeton.EDU	14. Recipient Share of Cost \$3,596,478
6. Authorized Official Taylor, Francine awards@princeton.edu	15. Total Federal and Recipient Cost \$45,560,200
FEDERAL AGENCY CONTACT INFORMATION	16. Opportunity Number NOAA-OAR-CIPO-2018-2005422
7. Grant Specialist Michele Mazzocchi michele.mazzocchi@noaa.gov	17. Project Title Cooperative Institute for Modeling the Earth System (CIMES)
8. Program Officer	18. Assistance Listing Number and Name 11.432 NOAA Cooperative Institutes
	19. Award Action Type New Competing (UNFUNDED - No Cost Extension - Prior Approval Required)

2. No Cost Extensions at the T3 Project Level

Unlike Grants Online, eRA allows the submission of No Cost Extension requests at the individual T3 project level. A T3 project extension cannot go beyond the PoP of the T1 umbrella award.

2.1 First No Cost Extension for a T3 Project

→ How do I submit the first NCE request for a T3 project?

You can find instructions on how to submit a Revision Request in eRA [here](#).

The first NCE on a T3 project should be submitted in eRA under the specific T3 project using the "**No Cost Extension - Prior Approval Waived**" Revision Request option. You can only request **up to 12 additional months** using this option. For NCE requests for more than 12 months please follow the instruction under [Section 2.2](#) of this guidance. Unlike Grants Online, eRA **does not** automatically approve a Prior Approval Waived request. While the approval is waived, in eRA NOAA staff manually reviews and processes the request, so you should provide the documentation listed below to support your request.

→ **When do I submit the first NCE request for the T3 project?**

The request must be submitted in eRA at least **10 days** before the end of the T3 Period of Performance. Remember that the new extended T3 period cannot go beyond the T1 umbrella award project period.

→ **What information/documents should I include in my NCE request?**

The request for the first T3 extension must include:

- 1) New requested end date for the T3 project up to 12 months;
- 2) Justification in support of the extension (reasons for the delay in completing the T3 activities);
- 3) List of remaining activities to be completed during this NCE.

IMPORTANT! No new work can be proposed during the NCE and no additional funding will be provided on top of what has already been obligated for the specific T3 project.

The request, once approved by the NOAA Grants Management Division, will generate a Notice of Award (NoA) under the specific T3 project. The new T3 project period will be reflected on page 1 of the NoA under **field 13 "Budget Period Start Date & End Date"**.



Department of Commerce
National Oceanic and Atmospheric Administration (NOAA)
OAR Cooperative Institutes Administration Office (CIAO)

Notice of Award (NoA)
NA22OAR4320151-T3-01S013

RECIPIENT INFORMATION	FEDERAL AWARD INFORMATION
1. Recipient Name THE REGENTS OF THE UNIVERSITY OF COLORADO 3100 MARINE ST BOULDER, CO 80309	10. Award Number / FAIN NA22OAR4320151-T3-01S013 Revision 3 / NA22OAR4320151
2. Congressional District of Recipient 02	11. Award Type Cooperative Agreement
3. Employer Identification Number (EIN) 84-6000555	12. Period of Performance Start Date & End Date 09/01/2022 – 08/31/2027
4. UEI SPVKK1RC2MZ3	13. Budget Period Start Date & End Date 06/01/2023 – 08/31/2027
5. Recipient Point of Contact Waleed Abdalati (Contact) waleed.abdalati@colorado.edu	14. Federal Share of Cost \$2,099,680
6. Authorized Official Dr. Abdalati, Waleed waleed.abdalati@colorado.edu	15. Recipient Share of Cost \$0
	16. Total Federal and Recipient Cost \$2,099,680
	17. Opportunity Number NOAA-OAR-CIPO-2023-2007602

IMPORTANT!!! The dates listed under Field 12 "Period of Performance" in any NoA issued under a T3 project are not the actual T3 project dates, they are the T1 umbrella award project dates. Due to eRA technical limitations, NOAA cannot modify field 12 at the T3 project level. Changing field 12 on a T3

project in eRA results in a change of the overall award dates in the NOAA financial system and in the ASAP Treasury system for the entire CI award.

For these reasons, Field 12 will always show the T1 award PoP on any NoA issued for any T3 projects.

2.2 Subsequent No Cost Extensions for a T3 Project

→ How do I submit another NCE request for a T3 project already extended?

You can find instructions on how to submit a Revision Request in eRA [here](#).

The second NCE on a **T3** project should be submitted in eRA under the specific T3 project using the "No Cost Extension - Prior Approval Required" Revision Request option.

→ When do I submit the second NCE request for the T3 project?

The request must be submitted in eRA at least **30 days** before the end of the T3 Period of Performance. Please note that the new T3 project period cannot go beyond the T1 umbrella award project period.

→ What information/documents should I include in my NCE request?

The request for the second T3 extension must include:

- 1) Reason for the NCE (why the specific T3 project needs additional time, what was the reason that prevented it from being completed during the previous extension);
- 2) List of remaining activities to be completed during this NCE and timeline for completion.
IMPORTANT! No new work can be proposed during the NCE and no additional funding will be provided on top of what has already been obligated for the T3 project;
- 3) A SF424A budget form showing remaining funds for the T3 project to be used during this NCE.

The request, once approved by the NOAA Grants Management Division, will generate a Notice of Award (NoA) under the specific T3 project. The new T3 project period will be reflected on page 1 of the NoA under field 13 "Budget Period Start Date & End Date" as well, as shown under [Section 2.1](#).

2.3 NCEs for T3 projects with the same end date as the T1 award

Some T3 projects' period original end date may align with the T1 umbrella award end date.

ONLY for this group of T3 projects, you may submit a list of T3s you wish to extend up to 12 months. You should include this list with the first NCE request for the T1 award (see the process to request a NCE for the T1 in [Section 1.1](#) of this guidance), in order to reduce the administrative burden and avoid submitting individual NCE requests for several T3s.

The list should include:

1. The T3 Project number;
2. The T3 Project Title;
3. The new period of performance.

For each T3 in your list, you must still provide the required information in support of the NCE requests, as listed under [Section 2.1](#) for first NCEs.

The Notice of Award (NoA) issued for the T1 umbrella award will include the list of extended T3 projects under section "Reasons for Revision", and will serve as the official approval by NOAA Grants Management Division for

the T3 extensions. Please note that the new T3 project periods **will not** be reflected in eRA at the individual T3 project level.

This option only applies to the first T3 NCE requests. T3 projects ending before the T1 award must follow the guidance in [Section 2.1](#). Subsequent requests to extend a T3 project must follow the guidance in [Section 2.2](#).

2.4 Reporting on No Cost Extensions for T3 Projects

The CI will also document any T3 project extension in the annual T1 award **Research Performance Progress Report (RPPR)** by attaching a list of all T3 projects extended during the reporting period. The list can be attached in section **J Miscellaneous Documents** of the RPPR.

The list should include **1)** T3 Project Title and Award Number; **2)** New extended Period of Performance; **3)** Justification in support of the extension (remaining T3 activities and reasons for the delay in completing them).

3. Tips to Reduce the Amount of NCE Requests at the T3 Project Level

- **Reasonable length of the T3 project period**

When proposing a T3 project, the period of performance should be adequate depending on the scope and extent of grant activities.

- **Consider proposing multi-year T3 projects**

eRA supports multi-year T3 projects under the main CI award that can be incrementally funded in outyears. Proposing multi-year projects during the initial years of the CI could significantly reduce the need for individual T3 No Cost Extensions during the life of the 5 year CI agreement.