



## **GRAPPA No-Cost Extension (NCE) Request Process for Research Projects**

GRAPPA aims to support its researchers by providing flexibility in unforeseen circumstances. The No-Cost Extension (NCE) process allows grant recipients to request additional time to complete their projects without additional funding. Please follow the guidelines below to submit your request.

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### **Eligibility Criteria**

1. Researchers must have been selected for a GRAPPA Research Project.
  2. The request must be submitted at least 30 days prior to the original project end date.
  3. Extensions are limited to a maximum of 12 months from the original end date.
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### **Submission Process**

Research Project recipients must submit a letter of application using the following criteria. Please submit it via email to the GRAPPA Research Committee at [admin@grappanetwork.org](mailto:admin@grappanetwork.org) with the subject line: NCE Request – [Project Title].

The application must include the following components:

#### **1. Project Summary**

Provide a brief overview of the project, including its objectives, key milestones, and progress to date. (250–500 words)

- Original project title.
- Research Project approval date.
- Summary of work completed so far.

#### **2. Approved Timeline**

Include the original timeline as outlined in the approved Research Project application.

- Project start date.
- Key milestones and corresponding deadlines.
- Original project end date.

### 3. **Timeline Deviation and Justification**

Describe any deviations from the approved timeline and explain why an extension is necessary.

- Identify specific milestones affected.
- Provide reasons for delays (e.g., unforeseen circumstances, recruitment issues, or equipment delays).
- Specify the new proposed project end date.

### 4. **Budget Deviation and Justification**

Submit a revised budget summary if applicable and provide a justification for any changes.

- Overview of how remaining funds will be allocated.
- Explanation of budget underutilization or redistribution.

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## **Review Process**

The GRAPPA Research Committee will review all requests based on the following criteria:

1. Alignment with the original project objectives.
2. Justification for the timeline and/or budget deviations.
3. Feasibility of completing the project within the extended timeframe.

Decisions will be communicated within 14 business days of submission.

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## **Additional Notes**

- Extensions are granted only for the purpose of completing the approved project scope.
- Requests with insufficient justification or incomplete forms will not be considered.
- Any unspent funds after the extended timeline will be returned to GRAPPA unless prior arrangements are made.