

### **No Cost Time Extensions:**

A no cost time extension must be requested 30-60 days prior to the end of a current award. Extensions and other Award Action Requests must be entered into Grants Online by the grantee organization (NOAA Program Officers can no longer submit the request on behalf of the grantee). If you need help with Grants Online, please refer to the User Manuals at: [http://www.corporateservices.noaa.gov/~grantsonline/gol\\_training.html](http://www.corporateservices.noaa.gov/~grantsonline/gol_training.html), or call the Help Desk at 301-444-2112 or toll free at 1-877-662-2478.

Attach a document in Grants Online with the following information:

- Name of the recipient, the project name and the Award number
- Length of time of the extension with start dates and end dates of the extension
- Description of the remaining work to be accomplished during the extension period
- Explanation of why the work was not completed during the proposed performance period
- Amount of the remaining unobligated funds, noting whether the funds will be expended as originally proposed
- Budget for the work to be completed during the extension period using the categories on the SF424A (include a description and justification of both the Federal and non-Federal shares) \*\*extensions will not be processed without a budget\*\*

The NOAA Grants Office will notify the recipient and the Program Officer once the extension is granted.

**Make sure progress and financial reports for the award are up to date in Grants Online (i.e. have been submitted) before requesting an extension.** Progress reports are due semi-annually and cover six month periods (due to the NOAA Program Officer 30 days after the first six month period and then 30 days following each additional six months of activity).

Financial reports are submitted directly in Grants Online, and cover the periods April 1 - Sept 30 (due Oct 30th) and Oct 1st - March 31 (due Apr 30th).

If a no-cost extension is granted, the grantee must continue to report semi-annually on project progress and finances. Submission of a progress report is required even if nothing has happened on the project within the six-month reporting period.