Open Research Fund Projects:

No-Cost Extension (NCE) Request Form

N.B.: During implementation, projects may experience unforeseen delays. Any challenges experienced that may impact on the delivery of project outcomes in the duration of the project should be flagged with the NORF Project Manager and reported upon in the appropriate reporting cycle**.** NCE requests will be evaluated on an exceptional basis.

# Guidelines

**Definition**: A no-cost extension occurs when the duration of an award is extended beyond its original End Date without any additional funds being granted.

**Who can make the request:** The Lead Investigator in the Lead Administrative Institution may seek an NCE if they can demonstrate that it would ensure the completion of the funded project, in line with the agreed objectives and deliverables of that project as approved by the panel of assessors at award stage. Appropriate justification for the request must be provided.

**Duration of the NCE:** The duration of an NCE will be granted at the discretion of NORF, on a case-by-case basis, based on original project duration as outlined in the Letter of Offer.

* For Priority Action projects (24 months duration), no-cost extensions may be granted for a total period of up to 6 months.
* For Open Research Stimulus projects (24 months duration), no-cost extensions may be granted for a total period of up to 6 months.
* For Open Research Stimulus projects (12 months duration), no-cost extensions may be granted for a total period of up to 3 months.

**Deadline to request an NCE:** A request for a no-cost extension must be made by the award holder on the appropriate form (enclosed). Extension requests must be **no less than 3 months** before the original End Date of the award.

The following are the circumstances in which NORF will evaluate an NCE request:

* **Recruitment delays** *within the first 6 months after the project start date for projects with a 24 month duration and within the first 3 months after the project start date for projects with a 12 month duration*: These delays must be duly justified and must impact on an essential position which is critical to the set-up and development of project activities.
* **Essential project deliverables not completed, and budget reallocation needed:** This may be requested no less than 3 months before the *original* end date.

Where more time is required to reach a 100% spending rate and deliver on essential project outputs, an NCE may be requested. *Any other significant changes to the project may need to be reviewed separately through a modifications request process.*

* **Absence and/or Change of Lead Investigator:** Should a project Lead Investigator not be available for a determinate amount of time (≥ 2 months) during project implementation [i.e., an eligible career break or temporary leave (parental/maternity leave, adoptive leave, carer's leave, prolonged sick leave, and internships)] the Lead Investigator in question or relevant Research Office must inform NORF in writing via [norf@ria.ie](mailto:norf@ria.ie). Then the consortium may request a no-cost extension to recover potential time lost due to absence, or recruitment of the Lead Investigator’s replacement.

# Form

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| --- | --- |
| **Project Title** |  |
| **Lead Admin**  **Institution** |  |
| **Lead Investigator** |  |
| **Project primary contact (if different from above)** |  |
| **Project Start Date** |  |
| **Original Project End Date** |  |
| **New Project End Date Proposed** |  |
| **Has the issue been flagged with NORF through reporting and/or through other means.** | Yes/No |
| **Please indicate the reason for the request [tick box where relevant]** | ☐Recruitment delays within the first 6 months after the project start date  ☐Essential project deliverables not completed, and budget reallocation needed  ☐Absence (greater than 2 months) and/or Change of Lead Investigator  ☐Other |
| **If ‘Other’, please outline here:** |
| **Rationale and Justification for an NCE**  *Provide detailed justification for the request. Explain why an NCE is required, and which deliverables are affected by delays.* |  |
| **List Documentation Supporting your Request (if relevant)**  *Provide documentation that supports the justification(s) and rationale provided above.* | * Document 1, i.e.: Updated Gantt Chart outlining actual progress to date, new project plan etc. * …   *These documents may be submitted via e-mail along with this form.* |
| **Will this NCE affect the previously approved budget?** | ☐Yes  ☐No |
| *If you marked ‘yes’, is the modification above or below 10% of the budget?* | ☐*<10%*  ☐*>10%* |
| ***If the value of the requested change is above 10% of the budget – please justify here*** |  |
| ***N.B.:*** *NORF will allow for up to 10% of the budget to be reallocated between categories provided that the overall budget is not exceeded. For reallocations beyond 10% NORF must be consulted (by email to* [*norf@ria.ie*](mailto:norf@ria.ie)*). Failure to consult NORF about proposed changes could result in funding being withdrawn.*  *Requests for budget changes greater than 10% must be adequately justified.* *Any approvals of budget changes greater than 10% will be exceptional.* | |
| **Signature of the Lead Investigator** | ***Signature****:* |
| ***Name:*** |
| ***Date:*** |
| **Approval of request for modification by current Lead Admin Institution** | ***Signature****:* |
| ***Name:*** |
| ***Role:*** |
| ***Date:*** |

# NORF Section - Decision

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| --- | --- |
| **Date Request Received** |  |
| **Reviewed By** |  |
| **Rejected/Authorised by** |  |
| **Rejection/Authorisation Date** |  |
| **Project Documentation to be amended** | ☐Budget  ☐Amendment of Letter of Offer (Appendix 1: Award Acceptance Form) with additional reporting requirement on extension  ☐Consortium Collaboration/Research Agreement  ☐Revised Gantt Chart  ☐N/A |
| **Notes/Comments** |  |