

## American Diabetes Association Research Programs No Cost Extension Procedure

Grants must be in their final year to request a No Cost Extension (NCE). A NCE will be considered upon written request to the Association, **if submitted at least 2 months prior** to the scheduled end date. If the renewal notification for the final year stated that you will not be considered for an NCE, you are not eligible to apply for such a request.

To proceed with an NCE request, please follow the instructions below.

- Submit the request in writing prior to the end date of the award:
  - State the requested length of time for the extension
  - State any delays which were experienced
  - State how the additional time will be used
  - Provide an estimate of remaining funds to be used in the extension
  
- Submit a complete Progress Report (annual):
  - Include both the scientific and financial portions of the Progress Report
  - The financial portion must reflect the award's final year expenses up to the current month
  - All reports must be signed
  
- If **approved**:
  - Make a note of the new award end date
  - Notify your fiscal officer of the new end date
  - Submit the required Final Report (cumulative) no later than 60 days after the extended award end date
  - All reports must be signed
  
- If **denied**:
  - Submit the required Final Report no later than 60 days after the stated end date
  - Include the refund of any unused grant money
  - All reports must be signed

All submitted reports must be in the required format utilizing the Association's official forms. Submitted reports not using ADA's required forms will be returned and must be resubmitted in the correct format. The current version of report forms may be found on the Association's website at <https://professional.diabetes.org/meetings/information-current-grantees>.

Approval of a NCE grants the Principal Investigator additional time to complete the proposed research. Bonus payments beyond the terms of the original award will not be made. A Final Report will be due no later than 60 days after the extended end date.

If you have any questions, please contact Research Programs staff at [grantadministration@diabetes.org](mailto:grantadministration@diabetes.org), or by phone at (703) 549-1500 x2260. The Association wishes you continued success with your research.