Strategic Network Awards

No-Cost Extension (NCE) Template

**Important Notes:**

* If there is an unobligated balance of funds at the end of the final fiscal period and the Center Director is interested in carrying the remaining overall balance of the Center and Projects into the extension year, this will require prior approval from the AHA. It will be important for the Project PIs to work closely with their Center Director(s) for re-budgeting and to ensure their institution’s internal balance reflects the remaining balance for the center overall.
* The AHA understands that these are extenuating circumstances that will require a certain amount of flexibility. The carryover request should include details in writing if there have been any delays to the Center and Projects including any updates relating to any institutional changes in policy and research (i.e., restrictions with recruitment efforts, visits and inaccessibility to labs or delays in data analysis).
* The NCE period begins immediately following the end of the original award period.

Submission process:

* The Center Director and/or Project PIs must provide a strong written justification including an explanation for why the funds were not spent during the life of the grant and how the funds will be spent during the extension year, along with a detailed breakdown.

Deadline for submission:

* Requests can be submitted as early as 30 days prior and 90 days after the official end date. It is preferred that your Center submits the request as soon as possible for AHA to review and provide feedback in a timely manner. The request will be provisionally accepted and officially approved once the final expenditure reports have been submitted and approved.

***Refer to the Strategic Network Award Guide (pages 28-29) for further guidance on carryforward of unexpended funds during the extension year.***

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| Estimated Total Carryover Requested | $ |

Please provide answers to the following *(3-page limit)*:

1. Why the funds were not utilized during the original award period for the Center and/or Projects.
2. Description of work to be completed and how funds will be utilized in the extension period – please include anticipated timelines and end of award goals (i.e., publications, presentations, etc.).
3. *Projected* breakdown of the budget by Center and Project(s)