

No Cost Extension Guidelines

(FOR PROJECTS IN GENOME BC ADMINISTERED PROGRAMS)

Genome BC defines a **no-cost extension (NCE)** as an extension of the project duration to complete the funded work, without receiving any additional funding. Project teams will be informed about the NCE process, and NCE requests expectations at the project launch.

These guidelines relate to projects in Genome BC-administered programs. For projects in Genome Canada-administered programs or other partner-led programs, please contact your Research and Innovation Manager for program-specific requirements and request documents.

NCE Eligibility

Projects can successfully request an NCE if the following criteria are met:

- No additional funds will be requested from Genome BC
- The project's approved scope will not change
- The project has adequately justified the need for an NCE (see "NCE Justification" section)
- Project progress, metrics, and finance reports, where applicable, are up-to-date
- NCE request will be submitted on time (see "NCE Timing" section)

NCE Justification

Appropriate reasons for an NCE include:

- Additional time is needed to complete the original project scope
- Delay in hiring appropriate personnel to complete approved project work
- Delay in the procurement of equipment or consumables for the approved project work
- Time lost due to equipment breakdown critical to the research; mitigation plan is in place
- Time lost due to transfer, illness, or injury of a key project personnel
- Extended leave by the Project Leader (PL), co-PL and/or significant member(s) of the project team for reasons including but not limited to maternity/parental leave, long term sickness or long-term jury duty

The presence of unspent funds or allowing time to publish findings are not sufficient as sole justifications for an NCE.

NCE Timing

- For projects with a term ≤ 1 year, NCE requests should be submitted one quarter before the project end date specified in the Collaborative Research Agreement (CRA)
- For projects with a term > 1 year, NCE requests should be submitted two quarters before the project end date specified in the CRA
- It is ultimately the responsibility of the project team to submit their request on time

NCE Limits

- Each project is permitted one NCE request.
- For projects with a project term ≤ 1 year, NCEs are restricted to one quarter only.
- For projects with a project term > 1 to 2 years, NCEs are restricted to two quarters only.
- For projects with a project term > 2 years, NCEs are restricted to four quarters only.

NCE Request process

- To request an NCE, complete the NCE request form and submit it to the Research and Innovation Manager via email, along with any supporting documentation.