

NO COST EXTENSION (NCE) REQUEST FORM

PROGRAM:

NCE FORM SUBMISSION DATE:

****Refer to the NCE guidelines to ensure that the eligibility criteria have been met before completing this form. Please send the completed form to your Research and Innovation Manager via email****

Given there is strong justification:

For projects with a project term ≤ 1 year, NCEs may be approved up to a maximum of one quarter.

*For projects with a project term > 1 to 2 years, NCEs may be approved up to a maximum of **two quarters**.*

For projects with a project term > 2 years, NCEs may be approved up to a maximum of four quarters.

Full Project Title and Code (if known):

Project Leaders:

Total Project Budget:

Expenditures up to

Project start date:

Budget Remaining up to

Current end date:

Requested NCE end date:

NCE JUSTIFICATION (5000 CHARACTER LIMIT)

Please provide justification for this NCE request including:

- *what has caused the delay*
- *which activities are affected*
- *what the research plan will be for the NCE period, and*
- *whether there will be any impact to achieving milestones and deliverables originally set out in the Collaborative Research Agreement (CRA).*

Please include a description of the current financial situation and outline how the budget remaining will be spent throughout the remaining period.

THIS SECTION IS FOR GENOME BC INTERNAL USE ONLY

NCE APPROVAL SECTION

1. Research and Innovation Manager's NCE Decision:

2. If the NCE request is approved, check this box to confirm that the project meets all eligibility criteria as outlined in the NCE process guidelines.

3. NCE justification provided (select all that apply):

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

NCE request rejected - project does not meet all NCE eligibility criteria

Other (please detail in the text box below)

4. Additional details for NCE Decision:

ROLE	Name	Signature	Date
Research and Innovation Manager			