



# Academic Pediatric Association Young Investigator Awards Program

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## YIA Guidelines for No-Cost Extension Requests

### Overview

Awardees may occasionally wish to request a no-cost extension (NCE) for their research project, either because more time is needed to successfully complete the project, or due to unavoidable delays, such as a move to a new institution or the loss of a research assistant. The guidelines below describe the process by which such a request is made, including specifications for the document required to make the request. Please adhere strictly to these guidelines, as failure to do so may result in delays in the decision or rejection of the request. All NCE applications must contain the following information:

- 1) Provide a **cover page**, stating the name of the project, the name of the investigator, the investigator's current academic title(s), funding path, the year when the award started, the investigator's mentor, and full contact information for the PI (postal address, phone number, fax number, and e-mail address).
- 2) The first section of the second page should be labeled: **Reason for Requesting NCE**. Please provide a detailed paragraph describing why the project was not completed within the original allotted time.
- 3) The next section should be labeled: **Duration of NCE Requested**. This section must consist of the exact number of months being requested, followed by a detailed description of why that specific number of months is being requested.
- 4) The next section should be labeled: **Remaining Tasks to be Completed During NCE**. This section must describe all uncompleted project tasks and how they each will be successfully completed during the proposed NCE period.
- 5) The next section should be labeled: **Proposed NCE Timeline**. Provide a table which lists all remaining tasks in the first column, followed by individual columns for each requested NCE month, with an indication by shading of when the task will be completed. Here is an example for a three-month NCE request:

TASK	MONTH 1	MONTH 2	MONTH 3
Complete subject recruitment			
Complete outcome monitoring			
Analyze data			
Write and submit manuscripts			
Present findings at national conferences			

- 6) The next section should be labeled: **Project Products to Date**. This section must describe in detail all products from the project to date, including platform presentations or posters related to the project (include the specific name of the conference, date of the presentation, and presentation title), grants applied for, grants obtained, publications (including published abstracts and articles and the full citation), and any media coverage of the work. If there are no products, please clearly indicate this, and provide a detailed explanation for why there have been no products to date.
- 7) The final section should be labeled: **NCE Budget**. It should consist of the original itemized budget for the project, but with two additional columns: (1) Funds Spent; and 2) Remaining Funds. This must be followed by a detailed budget-narrative paragraph addressing: (1) how it is proposed that the remaining funds will be spent; or (2) if there are no remaining award funds, what other funding source will be used to support the remaining NCE activities.