



DEPARTMENT OF THE AIR FORCE
AIR FORCE OFFICE OF SCIENTIFIC RESEARCH (AFOSR)

OFFICE OF THE DIRECTOR

FEB 29 2012

MEMORANDUM FOR GRANTEES

FROM: AIR FORCE OFFICE OF SCIENTIFIC RESEARCH (AFOSR)
875 N. Randolph St., Ste 325
Arlington, VA 22203

SUBJECT: No Cost Extensions

1. I would like to thank you and your institution for your diligent and continued efforts in advancing AFOSR-sponsored Basic Research. AFOSR sincerely values the outstanding working relationship it has always enjoyed with the research community. As such, I would like to take this opportunity to provide clarification about AFOSR's recent No Cost Extension (NCE) policy.
2. AFOSR still issues NCEs. However, every NCE processed by AFOSR Contracting Personnel means other actions cannot be processed as efficiently because AFOSR has a limited number of personnel to perform the work. Therefore, I have directed AFOSR Program Managers and Grants Officers to ensure NCEs are issued only in situations where they are both properly documented and truly warranted.
3. AFOSR Agency Specific Requirements, 1 July 2008, which are incorporated into every AFOSR grant by reference, require prior written approval "to extend the period of performance, without additional funds, beyond the expiration date of this grant." For an extension to be granted, Articles 2 and 15 of the AFOSR Specific Requirements indicate recipients are to provide notice "in writing with the supporting reasons and revised expiration date at least thirty (30) days prior to the expiration of the award." In no event will the period of performance be extended merely for the purpose of using unobligated balances.
4. I recognize unforeseen circumstances may drive the need for an extension. In such a situation, the institution should submit its request for an extension and supporting reasons to the responsible Program Manager. The Program Manager will review the requirements and make a recommendation to me. I will consider each request for an NCE on a case-by-case basis. As we move forward, I encourage individual Principle Investigators to work closely with AFOSR Program Managers to plan their research so that it may be completed within the negotiated period of performance or to request modifications to the performance period as soon as the need becomes apparent. This will help maximize the efficiency of our available workforce. It is in no way intended to reflect negatively on our grant recipients or cause them undue hardship. If you have any questions, please contact Ms. Kathy Walston at 937-656-4227.

THOMAS P. RUSSELL, SES
Director