

No Cost Time Extension (“NCTE”)

Elina Kreditor
Associate Director
Research & Industry Alliances
Technology Development Group
UCLA

Ruzanna Abovyan
Senior Associate
Research & Industry Alliances
Technology Development Group
UCLA

Agenda

NCTE Overview

TDG Submission Process

Required Documents

Timeline

Q&A

What is a NCTE?

No Cost Time Extension (NCTE)

- Extends the period of performance of a Sponsored Research Agreement (SRA)
- Must be a currently active Agreement
- No new materials/data, no changes in scope of work or changes in funding is provided under the NCTE (same budget)
- Requested when more time is needed to complete project work contemplated by the original Agreement.

NCTE vs Full Amendment

- NCTE is different from a Modification/Amendment
- If you are changing scope of work, adding materials/data or changing funding, this would require a Modification/Amendment and more extensive review.
- Modifications/Amendments and NCTE's are handled by a different teams within RIA.

What you need to Submit

1. Proof of Sponsor Approval
2. NCTE Form



Required Document: Sponsor Approval

Study team must have Sponsor Approval for the new end date prior to reaching out to TDG.

What is Considered Sponsor Approval

- Formal approval letter
- Email confirmation from Sponsor clearly agreeing to new end date
- Sponsor amendment or email approval must be from an authorized signatory of the Sponsor, if not the original signatory to the Agreement.

NCTE Submission Requests

- Once study team has the Sponsor Approval, a request for NCTE is needed
- Study/research team will need to contact TDG to request the processing of the NCTE
- Requests are made by submission of the **NCTE Request Form and Sponsor Approval** via email
- We recommend to submit request as soon as you are aware that an NCTE is needed or at least one month prior to the end date to allow for timely processing.

NCTE Submission Requests

Preferred Process:

- Submit requests through the NCTE Request form located on our website
- <https://tdg.ucla.edu/ucla-researchers-innovators/research-industry-alliances>
- Submit request via email: isrfe@tdg.ucla.edu

Research & Industry Alliances

The UCLA Technology Development Group (TDG) handles various agreements involving research funded at UCLA by for-profit industry sponsors. If your research will involve interactions with and funding from industry sponsors, our Research and Industry Alliances Officers will help with the process.

[FIND YOUR RIA OFFICER](#)

[REQUEST CDA/NDA](#)

[FILE NO COST EXTENSION \(NCTE\)](#)



Our Officers are here to assist you from beginning to end - from proposal submission to post award processing. We negotiate a variety of research agreements with industry, ranging from subcontracts based upon federal government awards received by industry (including SBIRs and STTRs) to confidentiality agreements to multi-million dollar sponsored research agreements.

More information regarding the specific types of agreements handled by UCLA TDG, including instructions on how to get started, relevant forms, and UC policies governing industry sponsored research can be found above.

[AGREEMENT TYPES](#)

[ADDITIONAL RESOURCES](#)

Request for NCTE (No Cost Time Extension)

Contact Information

Principal Investigator Name Phone #

Department Email

Study Title

Sponsor Name

Sponsor Contact (if known)

Sponsor Contact Phone Sponsor Contact Email

NCTE Details

Has Sponsor consented to extension? Yes No

(Please attach email approval or sponsor amendment template)

Do you have current OHRPP (Office of
Human Research Protection) or ARC
(Animal Research

Committee) Approval?
(please attach evidence of approval)

Are there any changes to the budget? Yes No



Original Institutional Number:
(e.g. agreement number,
fund number)

Original Expiration Date Proposed Extension Date

Purpose of Extension

Additional comments

Please attach any documents you have received to the email when you submit this form. Please submit this form to isrFE@tdg.ucla.edu

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EXPLORE TECHNOLOGIES



Required Document: Sponsor Approval (Cont.)

If Approval is Missing

- Request Sponsor approval
- Contact Sponsor directly to obtain approval
- Ensure a **specific new end date** is clearly confirmed (MM/DD/YYYY)

Not Required for NCTEs

- ISR Checklist
- Budgets
- ePASS
- Statement of Work (SOW)

Best Practices

- Plan ahead
- Reach out to TDG if the period of performance is coming up for renewal prior to the end date
- Approval from Sponsor is required
- Provide clear extension date
- Ensure to submit the Sponsor Approval along with the NCTE request
- If changes are for anything other than an extension of the performance period, reach out to us for proper processing.

UCLA Technology Development Group

Thank You

UCLA® TECHNOLOGY DEVELOPMENT GROUP

10889 WILSHIRE BLVD., SUITE 920
LOS ANGELES, CA 90095
310.794.0558 | info@tdg.ucla.edu
www.tdg.ucla.edu

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