

Pancreatic Cancer UK

No Cost Extension (NCE) Policy

Definitions

Grant Period	means the period over which the Grant is payable to the Host Institution in accordance with Section 23 of the Terms and Conditions
Project	means the research work described in the Application Form, which may be amended from time-to-time in accordance with Section 3.2 of the Terms and Conditions
Principal Investigator	means the lead researcher responsible for the overall running of the Project and the submission of annual and final reports, who is referred to as the 'Lead Applicant' in the Application Form and Section 23 of the Terms and Conditions

Scope of the Policy

This policy guides the code of conduct for everyone who is in receipt of funding from Pancreatic Cancer UK.

The purpose of this policy is to inform the Principal Investigator of a Project funded by Pancreatic Cancer UK of the regulations and expectations surrounding extensions to the Grant Period.

These regulations do not include abeyance of the project which will be utilised during circumstances including but not limited to maternity or paternity leave, bereavement, or extended illness. If a Principal Investigator requires an abeyance of the project, please contact research@pancreaticcancer.org.uk.

Extension Period

As per Section 9.2 of the Terms and Conditions, the Principal Investigator is able to extend the Grant Period of the award on a no-cost basis to Pancreatic Cancer UK. This is known as a no-cost extension (NCE). NCEs may be granted for up to one third of the total Grant Period or up to a maximum of one year for projects longer than three years. This means that:

- 12-month projects may apply for up to four months extension;
- 18-month projects may apply for up to six months extension;
- 3-year projects may apply for up to one year extension.

How to apply for a no-cost extension

Principal Investigators will be asked at their penultimate reporting time before the end of the grant period (6 months for 12-month projects, 12 months for 18-month projects and 30 months for 3-year projects) if they can reasonably expect to complete the project on-time. At this stage,

it is the responsibility of the Principal Investigator to inform Pancreatic Cancer UK's Research Team of any suspected delays to the completion of the project.

To apply for a NCE, the Principal Investigator must request a NCE form from the Research Team by emailing research@pancreaticcancer.org.uk. NCE forms must be received by the Research Team **at least two months** prior to the end of the Grant Period. In the case that a request for a NCE form is submitted to the Research Team two months or more prior to the end of the Grant Period, the Principal Investigator will have **one week** to return the form. Requests made with less than 2 months remaining of the Grant Period will not be considered.

Consent to a NCE shall not be unreasonably refused or delayed but will be judged on a case-by-case basis by Pancreatic Cancer UK's Research Team. The Research Team will confirm receipt of the NCE form and a decision will be provided to the Principal Investigator as soon as reasonably possible.

Extensions beyond one third of the total Grant Period will not be granted without major justification. Requests for an extension period beyond this time must follow the same procedure, however the decision to grant the NCE will rest with Pancreatic Cancer UK's Scientific Advisory Board.

Variation of Agreement

Upon being granted a NCE, the Research Team will provide the Principal Investigator with a Variation of Agreement which will detail the new end date of the project as well as the new reporting schedule. Throughout the extension period, Principal Investigators will be expected to provide updates to the Research Team on the progress of the project in accordance with the new reporting schedule outlined in the Variation of Agreement to ensure the project is on schedule.

I confirm that I have read and understood the NCE policy and how it relates to my award.

Name:

Signed:

Date:

Policy updated April 2024