



**DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESEARCH LABORATORY  
WRIGHT-PATTERSON AIR FORCE BASE OHIO**

26 Mar 2020

MEMORANDUM FOR ALL GRANTEEES

FROM: Air Force Office of Scientific Research  
Contracting Division, AFRL/RBK  
875 N. Randolph St  
Arlington VA 22203

SUBJECT: Guidance for Coronavirus Disease 2019 (COVID-19) No Cost Extensions (NCEs)

1. The Air Force Office of Scientific Research (AFOSR) sincerely values its outstanding working relationship with the research community and is taking this opportunity, in the spirit of partnership, to use 2 CFR 200.308 to the maximum extent practicable to mitigate impacts to basic research.
2. Recognizing that on-going research at institutions of higher learning worldwide may be impacted by the Coronavirus Disease 2019 (COVID-19), a no-cost extension (NCE) for existing assistance award(s) may be required.
3. To assist during this uncertain and challenging time, we may extend awards which are active as of March 31, 2020 and scheduled to expire prior or up to December 31, 2020, at no cost for a period of up to twelve (12) months. Upon the Recipient's business office request, the NCE will be issued per grant modification for the respective grant. The NCE is not official until you receive a grant modification signed by the Grant Officer.
4. Any award that expires beyond December 31, 2020 that requires a no cost extension will be examined as the need arises.
5. If you require an NCE, please contact in writing to the Program Officer (using the appropriate email), Grants Officer, and [AFOSR.RT.AdminSupport@us.af.mil](mailto:AFOSR.RT.AdminSupport@us.af.mil). If you have questions, please contact us at [AFOSR.PKPolicy.QandA@us.af.mil](mailto:AFOSR.PKPolicy.QandA@us.af.mil).

A handwritten signature in black ink, appearing to read "Carl D. Atkison", is positioned above the typed name.

Carl D. Atkison, DO-IV  
Division Chief, AFRL/RBK  
Air Force Research Laboratory