

# CLINICAL TRIALS – NO COST TIME EXTENSION (NCTE)

*Revised September 3, 2021*

## Overview of No-Cost Time Extension (NCTE)

- **Description:** Extends the project period end date up to current IRB expiration
- **Due (*minimum*):** 2 weeks prior to project period end date. Recommended to initiate NCTE request a month in advance.
- **Mechanism:** Email to CTC&SR Team at [ClinicalTrials-NCTE@mednet.ucla.edu](mailto:ClinicalTrials-NCTE@mednet.ucla.edu)
  - 1) Current IRB Approval Notice
  - 2) [NCTE Request Form](#)
- **Processing Time:** 3-5 business days processing by CTC&SR, followed by updated NCTE award documents (including Snapshot) processed by Office of Research Data Management (ORDM)
- **Notes:**
  - A NCTE can be processed without having to amend the contract if:
    - 1) there is no hard End Date written into the contract and
    - 2) there are no changes to the protocol, IRB, budget, or PI
  - If a Contract Amendment is under review when NCTE request is received, the NCTE will be processed with the amendment once Amendment Minimum Documents have been received.

## How to Request a NCTE

1. Obtain current IRB approval notice from Study Team
2. Complete [NCTE Request Form](#) (PDF)
3. Submit the following NCTE Request Minimum Documents to [CTC&SR](#) Team via email:
  - a. **To:** [ClinicalTrials-NCTE@mednet.ucla.edu](mailto:ClinicalTrials-NCTE@mednet.ucla.edu)
  - b. **Subject:** Request for NCTE - Fund #, Sponsor, Protocol #, IRB #
  - c. **Attachments:**
    - 1) [NCTE Request Form](#) (PDF)
    - 2) Current IRB Approval Notice
  - d. **Body:** Requested date of contract extension (up to current IRB expiration)

## Contact & Resources

- CTC&SR NCTE Team: [ClinicalTrials-NCTE@mednet.ucla.edu](mailto:ClinicalTrials-NCTE@mednet.ucla.edu)
- CTC&SR Intake Team: [ClinicalTrials@mednet.ucla.edu](mailto:ClinicalTrials@mednet.ucla.edu)
- CTC&SR: [Submission / Preparation of Minimum Documents](#)