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No-Cost Extension Requests (NCE)

In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted in the Grants Management System **no sooner** than 90 days before the end of the project period. A no-cost extension may be requested only for the final funding year, and the requested end date may not exceed one (1) year from the current end date of the project. Multiple no-cost extensions may be considered based on the research involved. Approvals of no-cost extensions **are not guaranteed**, and failure to request a no-cost extension may result in the forfeiture of funds.

No-Cost Extension Status Quick Reference Guide

Status	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
Definition	NCE request is now created	NCE is pending submission	NCE is filled out but has not yet been submitted for the Principal Investigator's Approval	NCE is pending the Principal Investigator's Approval	NCE is pending the Authorized Institution Official's Approval	NCE has been reviewed by CFF and was sent back for revisions requested	NCE is submitted and pending CFF review	NCE is pending the Program Administrators (CFF) Approval	NCE has been reviewed and approved by CFF
Location of NCE Request	Request NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Pending NCE	Under Review NCE	Under Review NCE	Completed NCE

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No-Cost Extension Contact Permissions Quick Reference Guide

Status/Contact	Draft	Pending	In Progress	Pending PI Acceptance	Pending AIO Acceptance	Revisions Requested	Submitted	Pending PA Acceptance	Completed
Principal Investigator	View Edit	View Edit	View Edit	View Edit	View Only	View Edit	View Only	View Only	View Only
Co-Investigator	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Coordinator	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Post-Award Contact	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Financial Officer	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Grants Officer	View Edit	View Edit	View Edit	View Only	View Only	View Edit	View Only	View Only	View Only
Authorized Institution Official	View Edit	View Edit	View Edit	View Only	View Edit	View Edit	View Only	View Only	View Only

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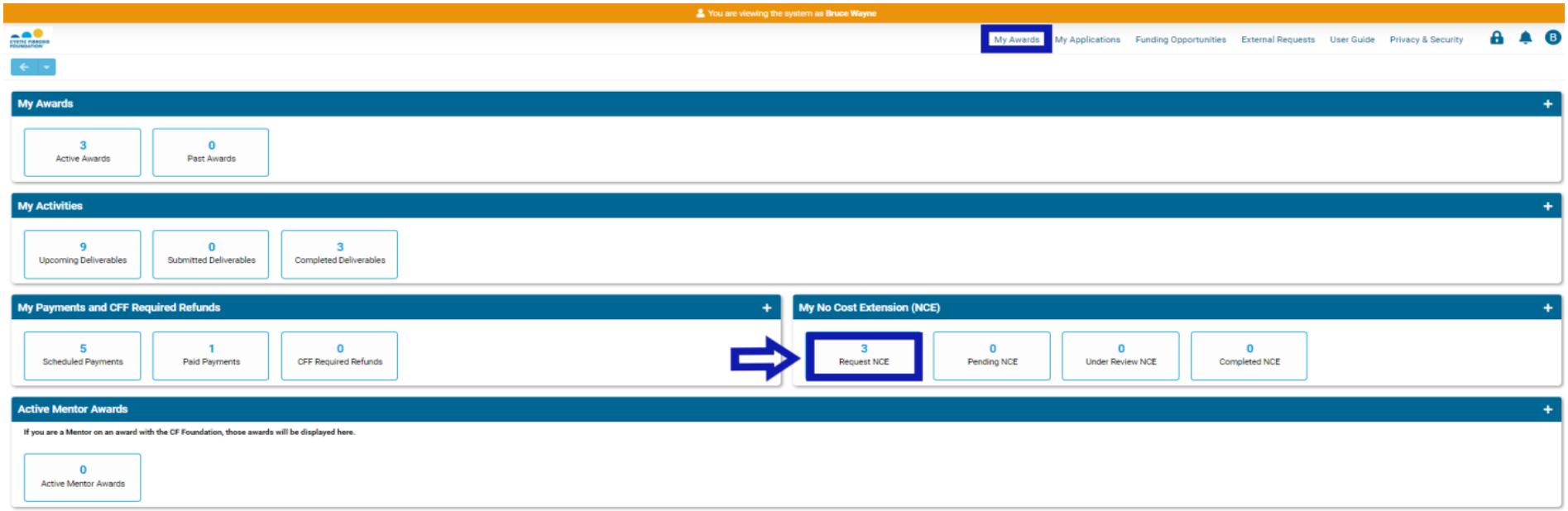
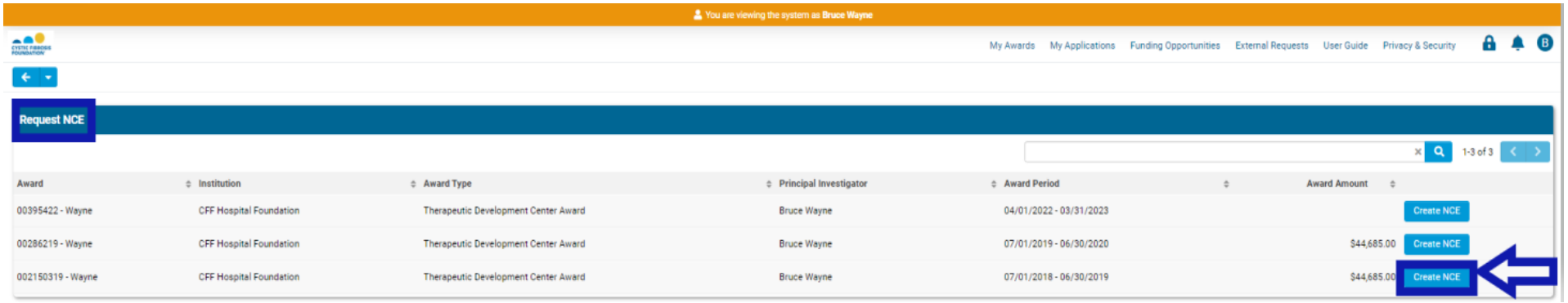
How to Request a No-Cost Extension:

1. To request a No-Cost Extension, go to the **My No Cost Extension (NCE)** module under the **My Awards** homepage and click on the **Request NCE** tile

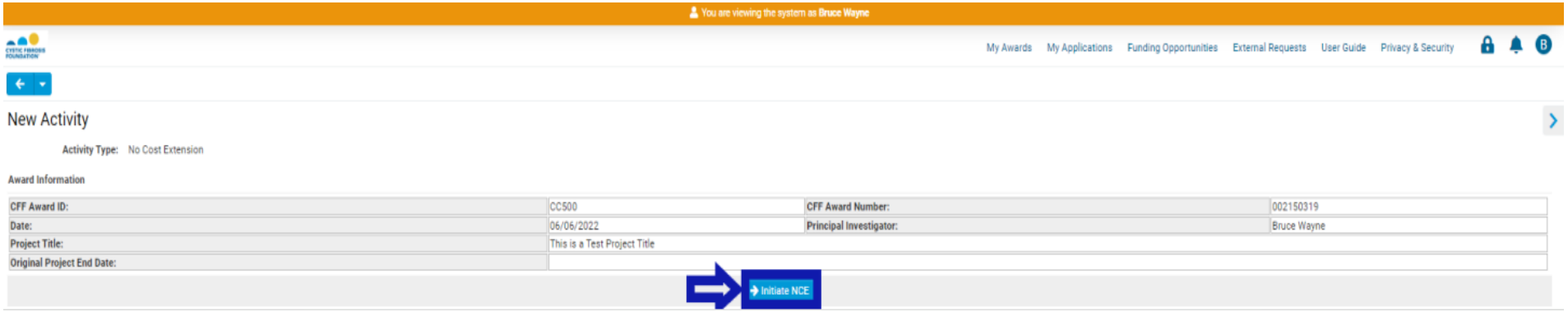


2. On the **Request NCE** page, you will find a list of all awards that you are associated with as a contact. Click the **Create NCE** button to create a No-Cost Extension request for that award.

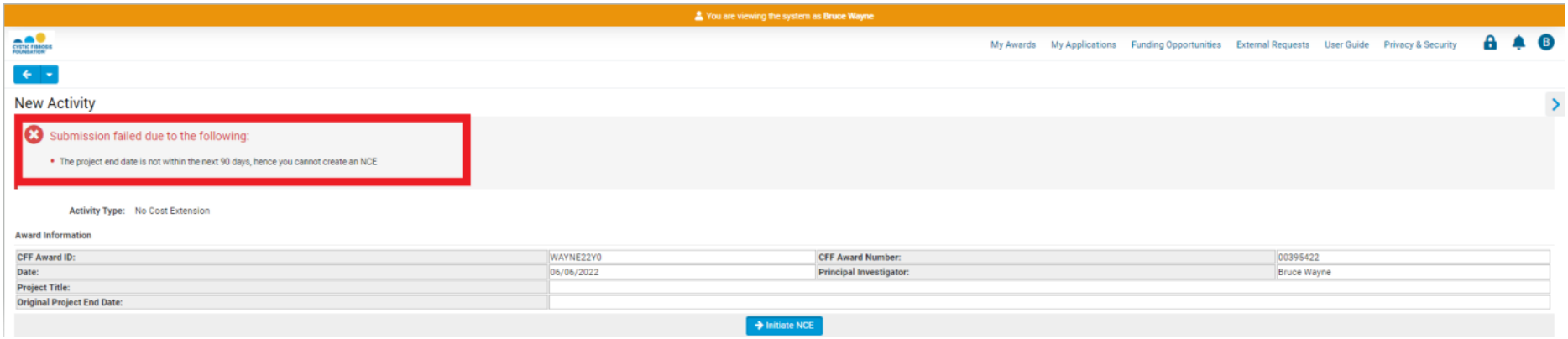
   PLEASE NOTE: You will only be able to view the award under the **Request NCE** tile only if the **Principal Investigator** of the award has added you as a contact to their award AND if you are a Post-Award contact listed on Page 2 of this guide. (For more information, see refer to the guide **"How to Add Contacts"**)



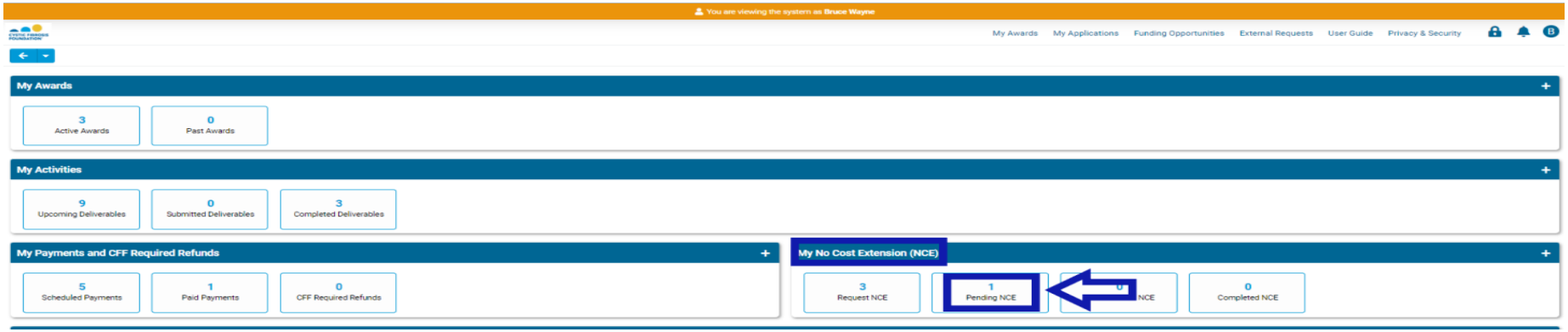
3. When you click on the **Create NCE** button, the system will create a No-Cost Extension request in **Draft** status. To start the No-Cost Extension request click on the **Initiate NCE** button.

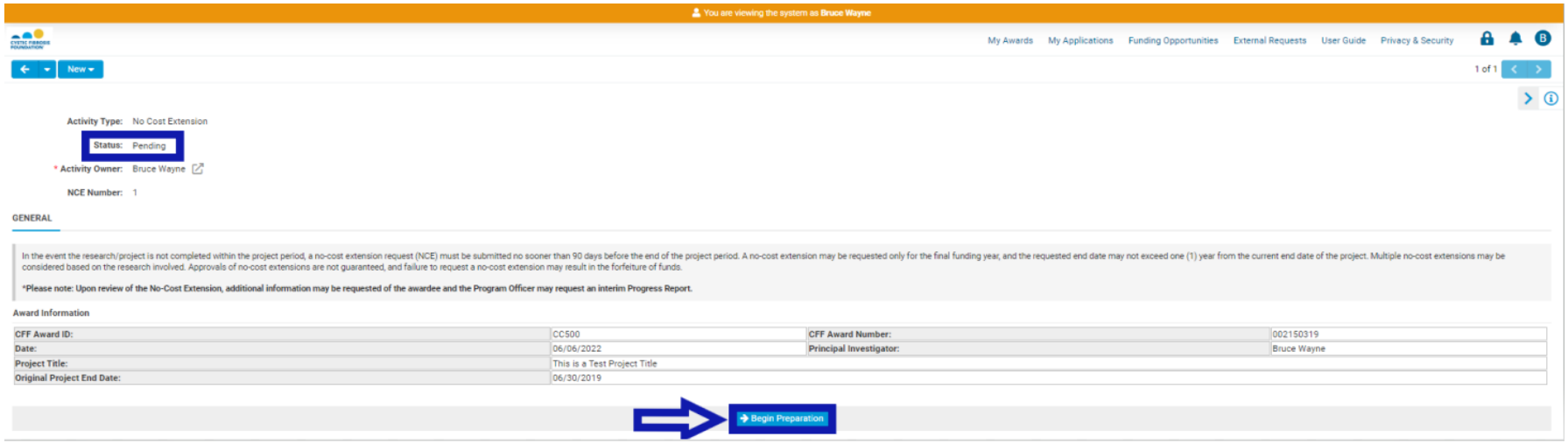


PLEASE NOTE: A No-Cost Extension Request (NCE) must be submitted **no sooner** than 90 days before the end of the project period. The system will validate the Project Period end date of the award when the No-Cost Extension Request is initiated. In the case that the No-Cost Extension request is initiated 90 days before the end of the Project Period, the system **WILL NOT** allow for the External User to begin the No-Cost Extension. The system will create an error message and will not allow the External User to initiate the No-Cost Extension request.

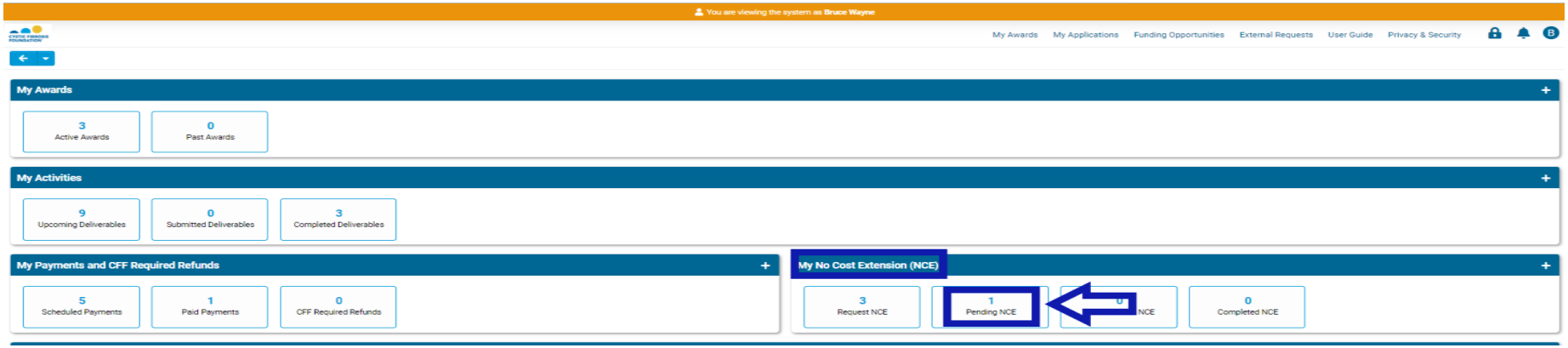


4. By clicking on the **Initiate NCE** button, the status of the No-Cost Extension request will move to **Pending** status. When the No-Cost Extension request is in **Pending** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module. To continue working on the No-Cost Extension request, click on the **Begin Preparation** button.

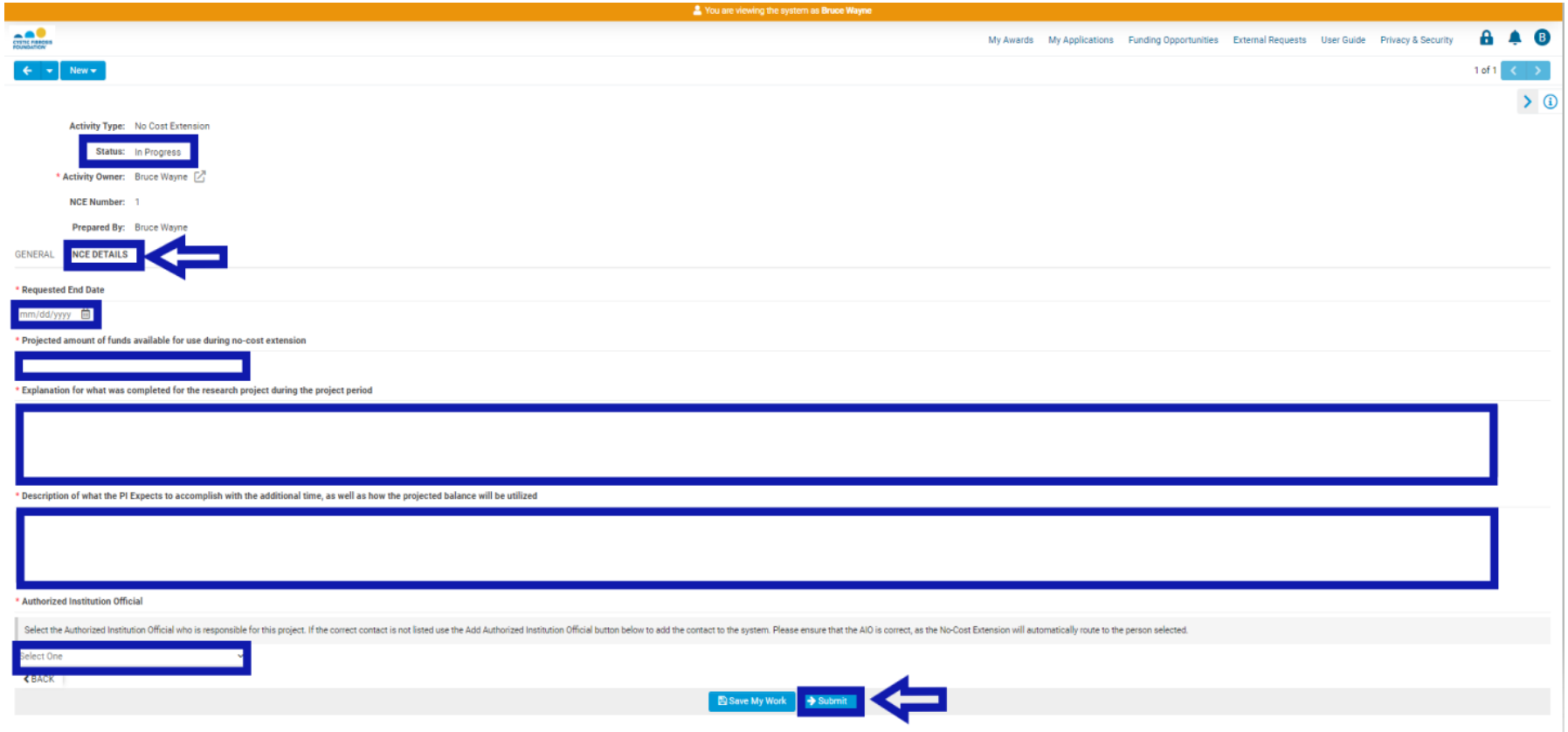




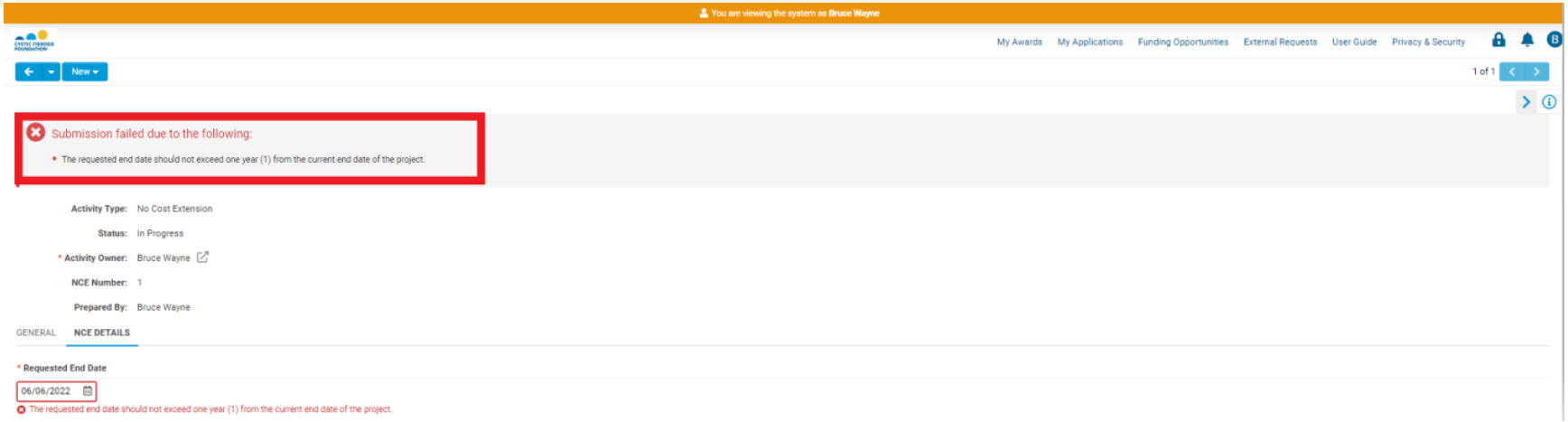
5. The status of the No-Cost Extension request will move from **Pending** to **In Progress** status once you click on the **Begin Preparation** button. When the No-Cost Extension request is in **In Progress** status, you can find the Pending No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.



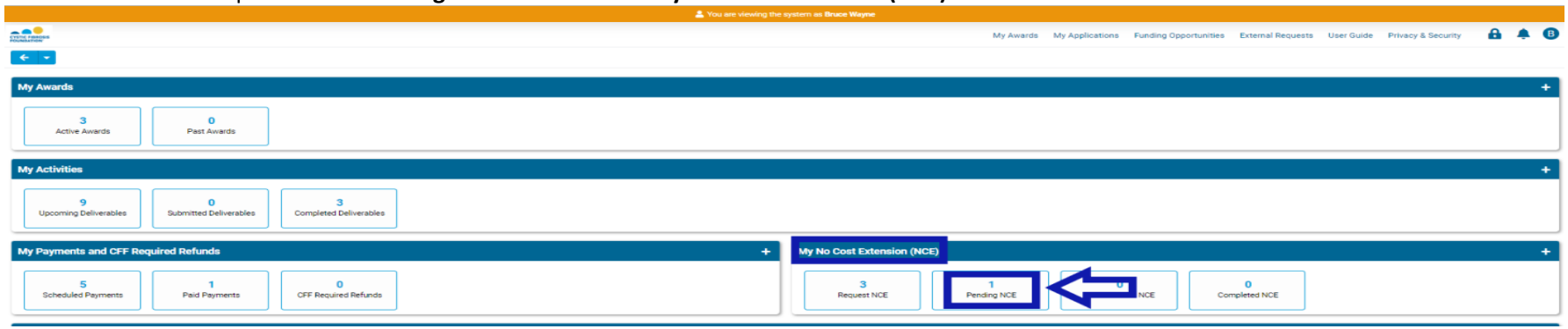
6. When the No-Cost Extension request is in **In Progress** status, you must fill out the details of the No-Cost Extension request under the **NCE Details** tab. Under this tab, you will enter in the Requested Project End Date, Projected amount of funds ($) available for use during the no-cost extension, Explanation for what was completed for the research project during the project period, Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized. You must also enter in your **Authorized Institution Official** contact that will be reviewing and approving the No-Cost Extension request in the search bar under the **Authorized Institution Official** section. Once all details have been entered under the **NCE Details** tab, click on the **Submit** button to move the No-Cost Extension request forward.



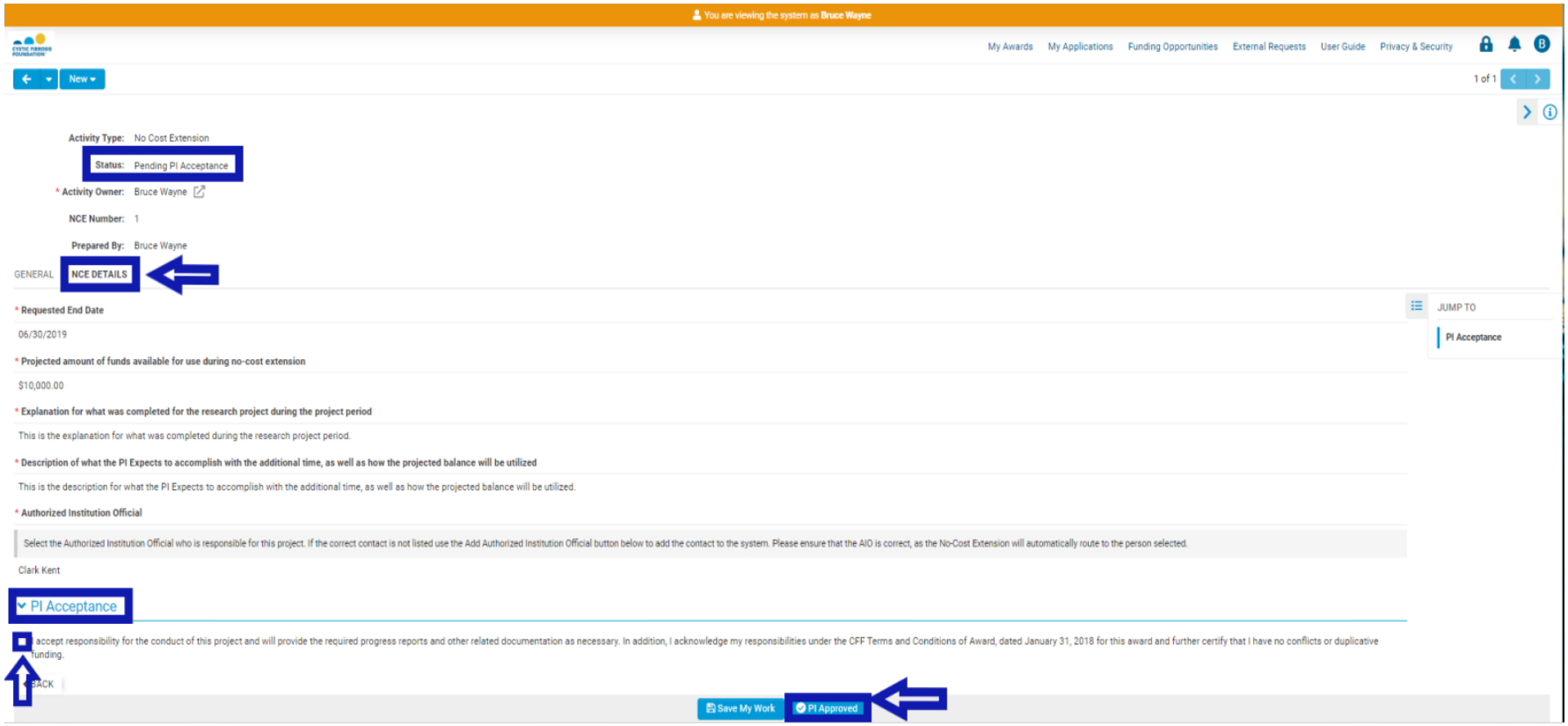
PLEASE NOTE: The **requested end date** may not exceed one (1) year from the current end date of the project. If the **requested end date** exceeds one year after the current project end date, the system **WILL NOT** allow you to move the No-Cost Extension request forward.



7. The status of the No-Cost Extension request will move from **In Progress** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review the details of the request and approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

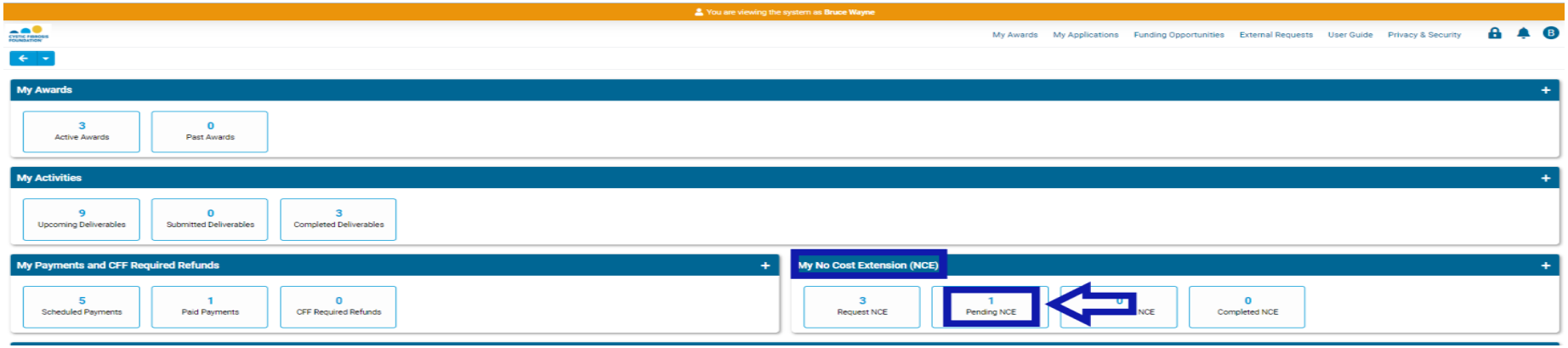


8. When the status of the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the No-Cost Extension request forward by clicking on the **PI Approved** button.

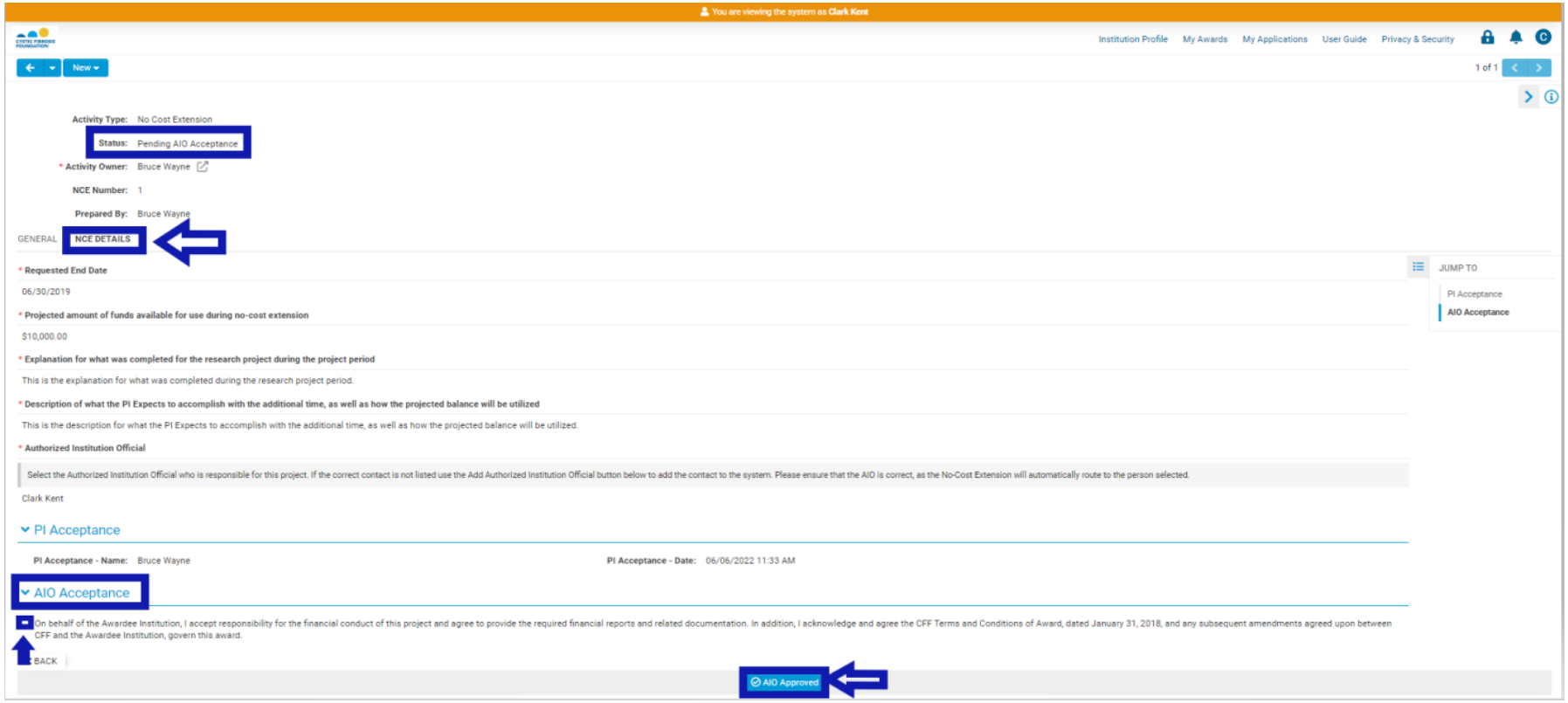


9. The status of the No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the No-Cost Extension request. When the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.

   PLEASE NOTE: The **Authorized Institution Official will not** receive an email notification from the system once the status moves to **Pending AIO Acceptance**. The **Authorized Institution Official** must log into the system to be able to view the No-Cost Extension in **Pending AIO Acceptance status.**



10. When the status of the No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the No-Cost Extension Request under the **NCE Details** tab. To approve the No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **SUBMIT** the No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the No-Cost Extension request for review by CFF.**



11. Once the **Authorized Institution Official** submits the No-Cost Extension request, the status of the No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.

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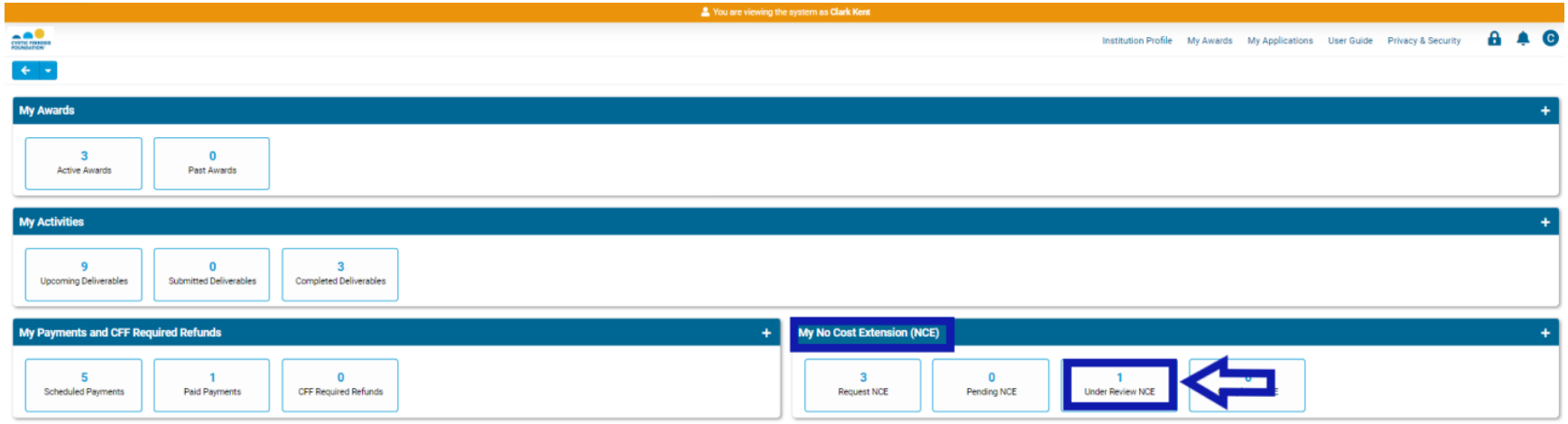
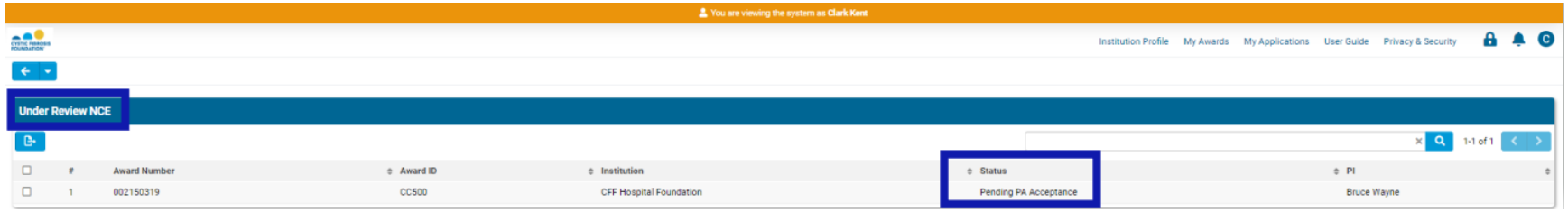
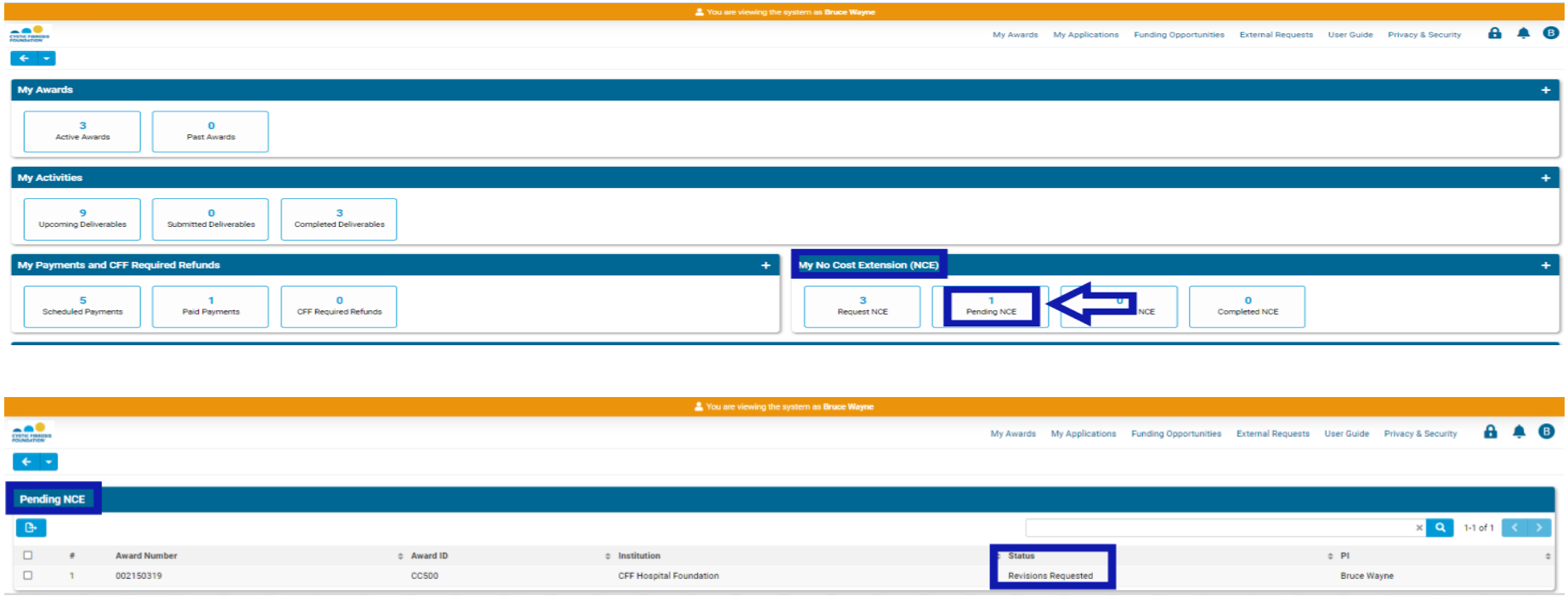




Revisions Requested:

1. If the No-Cost Extension request has been reviewed by CFF but not approved, you will find that the submitted No-Cost Extension request has been sent back by CFF in **Revisions Requested** status. You will find the No-Cost Extension in **Revisions Requested** status under the **Pending NCE** tile under the **My No Cost Extensions (NCE)** module.



2. On the No-Cost Extension page, you will find the **Revisions Requested** by CFF in a text box. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to enter in all revisions requested for the No-Cost Extension request under the **NCE Details** tab. Once all revisions have been made, click on the **Submit Revision** button to re-submit the No-Cost Extension request for the **Principal Investigator's** review.

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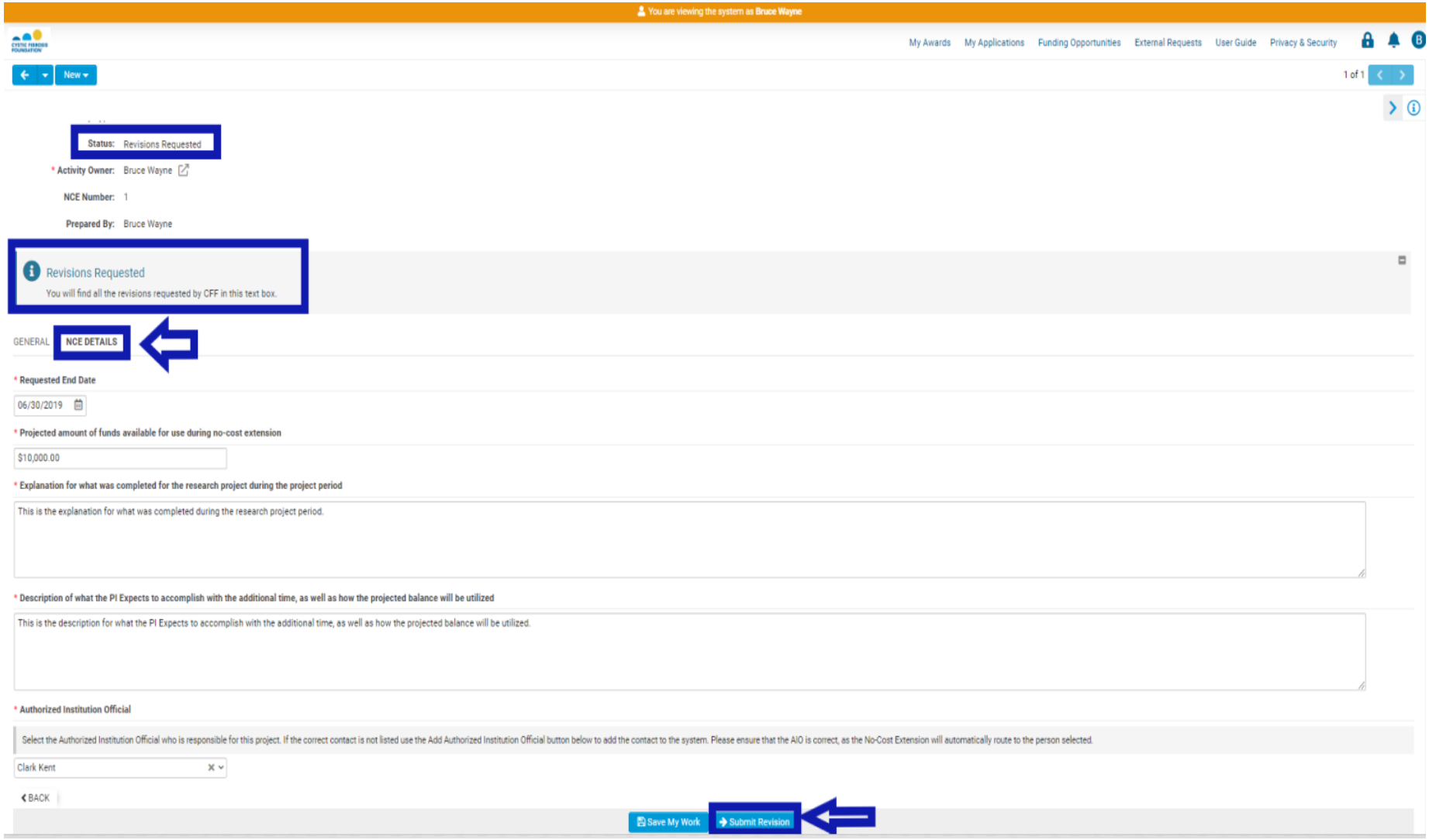
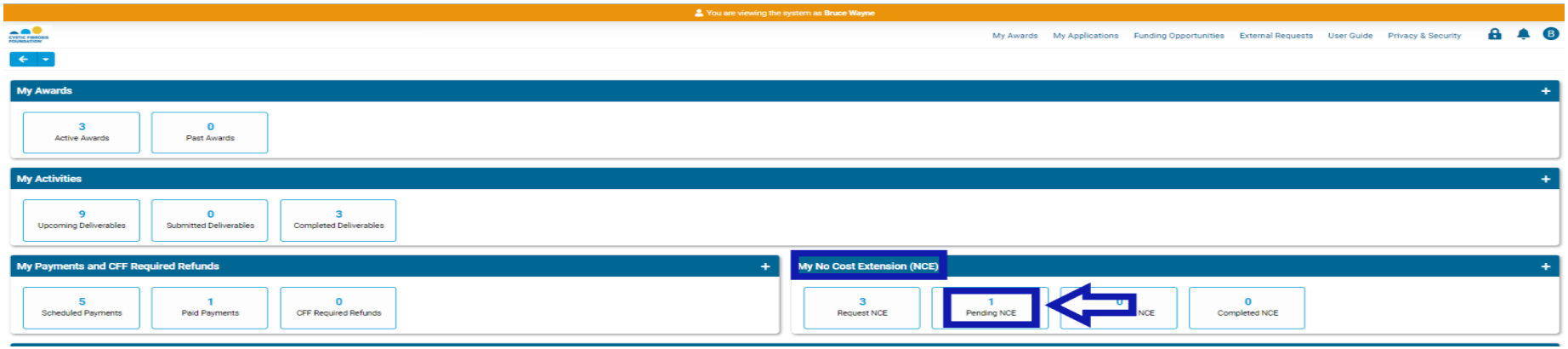


3. The status of the revised No-Cost Extension request will move from **Requested Revisions** status to **Pending PI Acceptance** status. This means that the **Principal Investigator** of the award will need to review and approve the revised No-Cost Extension request. When the No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** of the award will find the **Pending PI Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module.



4. When the status of the revised No-Cost Extension request is in **Pending PI Acceptance** status, the **Principal Investigator** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Principal Investigator** will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the **Principal Investigator** can move the revised No-Cost Extension request forward by clicking on the **PI Approved** button.

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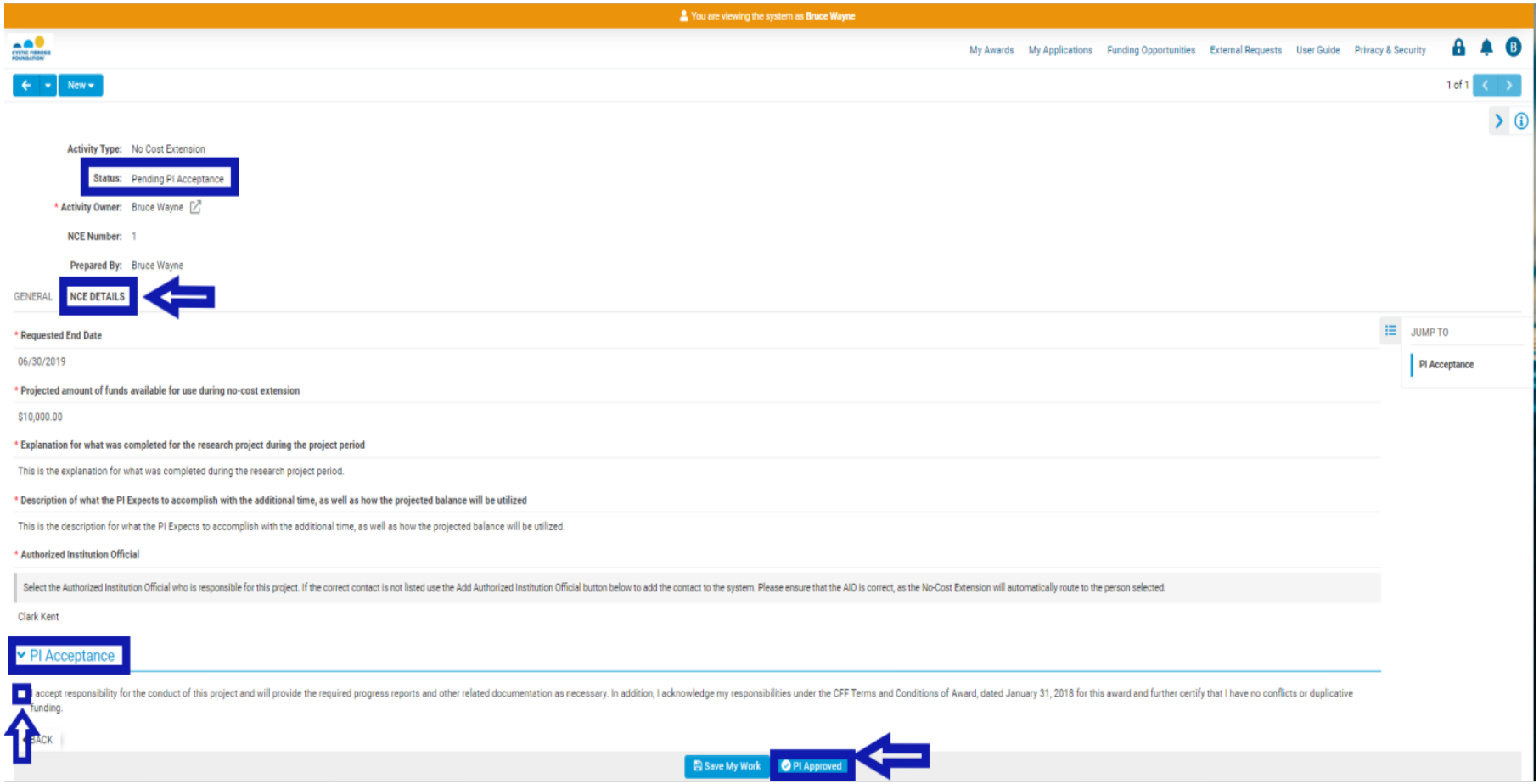
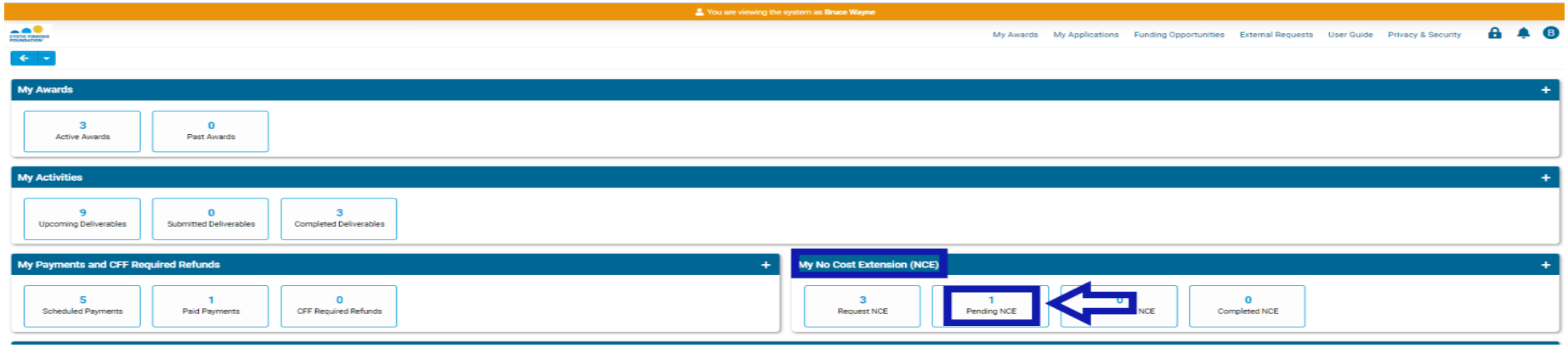
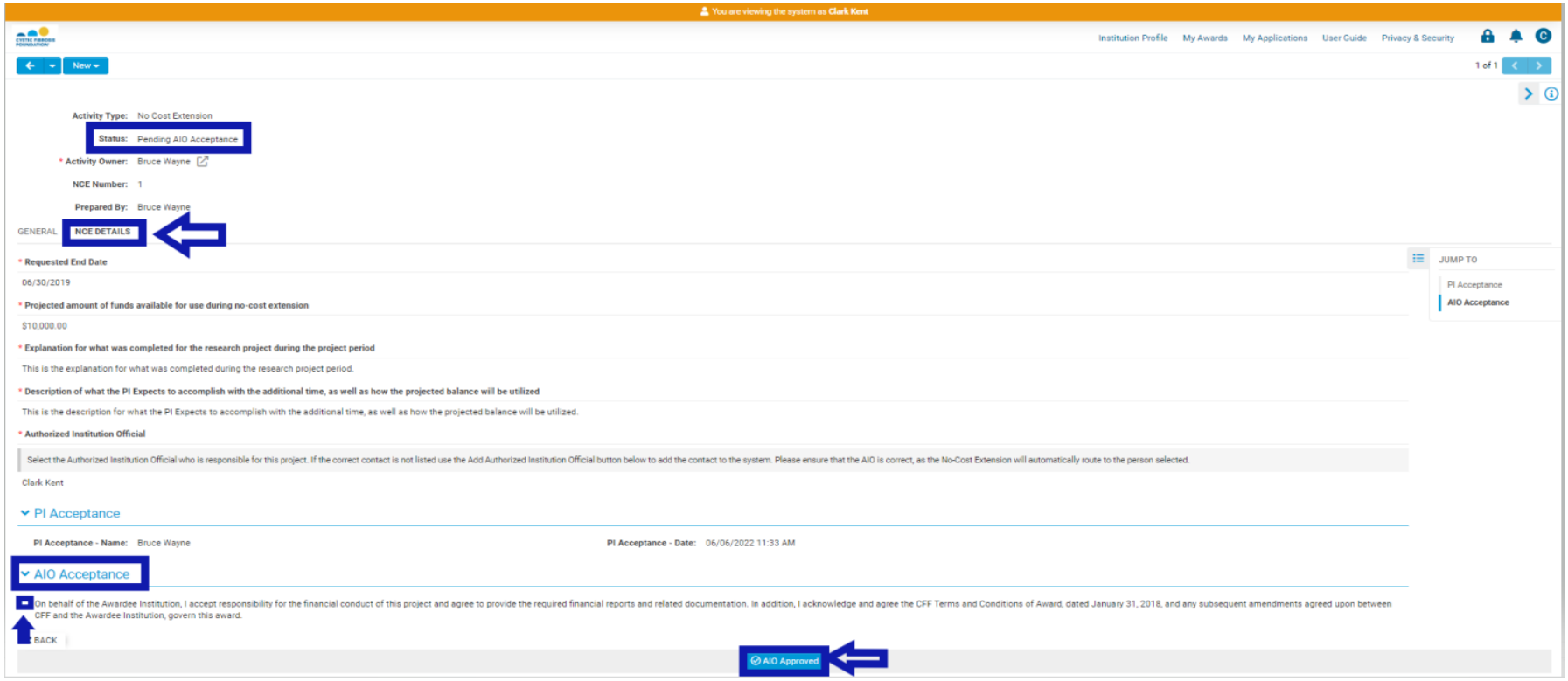


5. The status of the revised No-Cost Extension request will move from **Pending PI Acceptance** status to **Pending AIO Acceptance** status. This means that the **Authorized Institution Official** that was previously entered into the **NCE Details** tab will need to review and approve the revised No-Cost Extension request. When the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** that was entered into the **NCE Details** tab will find the **Pending AIO Acceptance** No-Cost Extension request in the **Pending NCE** tile under the **My No Cost Extension (NCE)** module



6. When the status of the revised No-Cost Extension request is in **Pending AIO Acceptance** status, the **Authorized Institution Official** will be able to view all the details entered in for the revised No-Cost Extension Request under the **NCE Details** tab. To approve the revised No-Cost Extension request, the **Authorized Institution Official** will need to provide their attestation under the **AIO Acceptance** section by clicking on the check box. Once that has been completed, the **Authorized Institution Official** can **RE-SUBMIT** the revised No-Cost Extension request to CFF for review by clicking on the **AIO Approved** button. **This is the final step for submitting the revised No-Cost Extension request for review by CFF.**



7. Once the **<u>Authorized Institution Official</u>** resubmits the revised No-Cost Extension request, the status of the revised No-Cost Extension request will move from **Pending AIO Acceptance** to **Submitted/Pending PA Acceptance** status. This means that the revised No-Cost Extension is pending review and approval by CFF. All Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the revised No-Cost Extension request in **Submitted/Pending PA Acceptance** status under the **Under Review NCE** tile of their **My No Cost Extension (NCE)** module.

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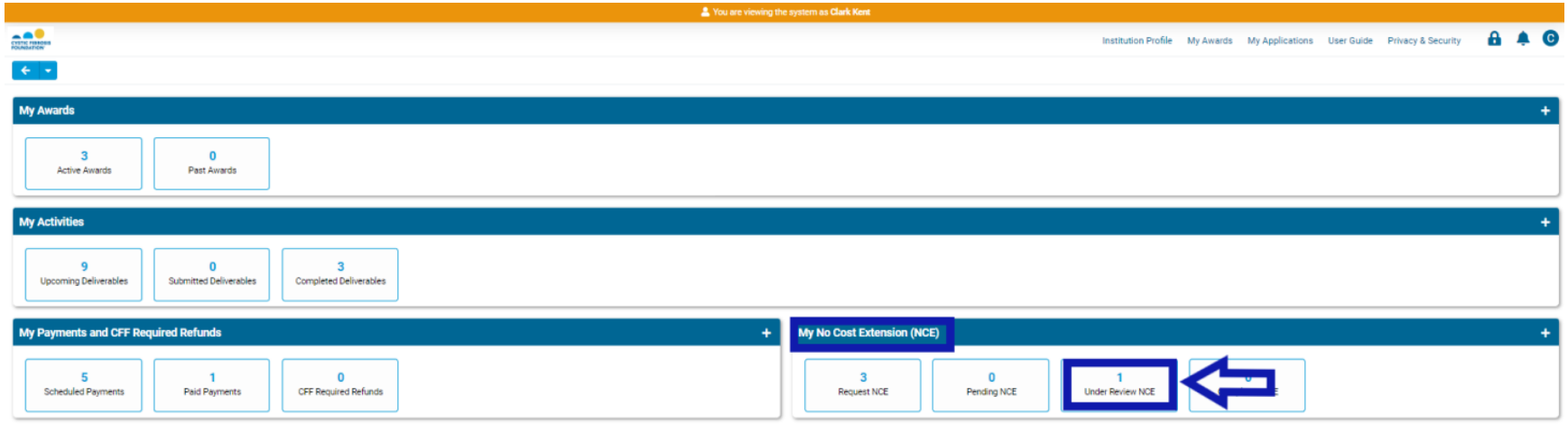
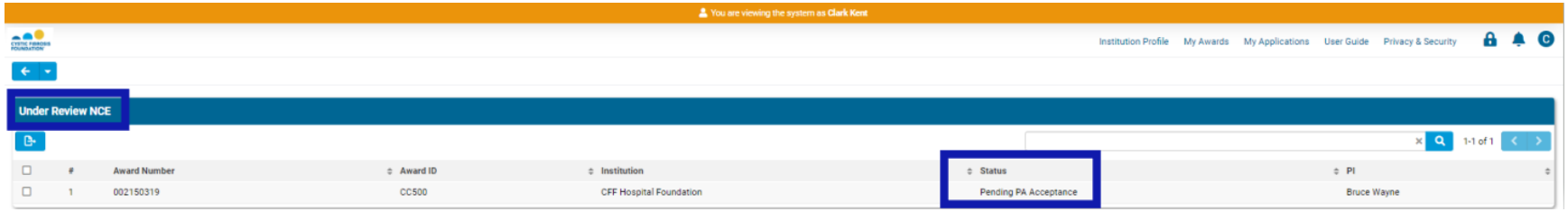
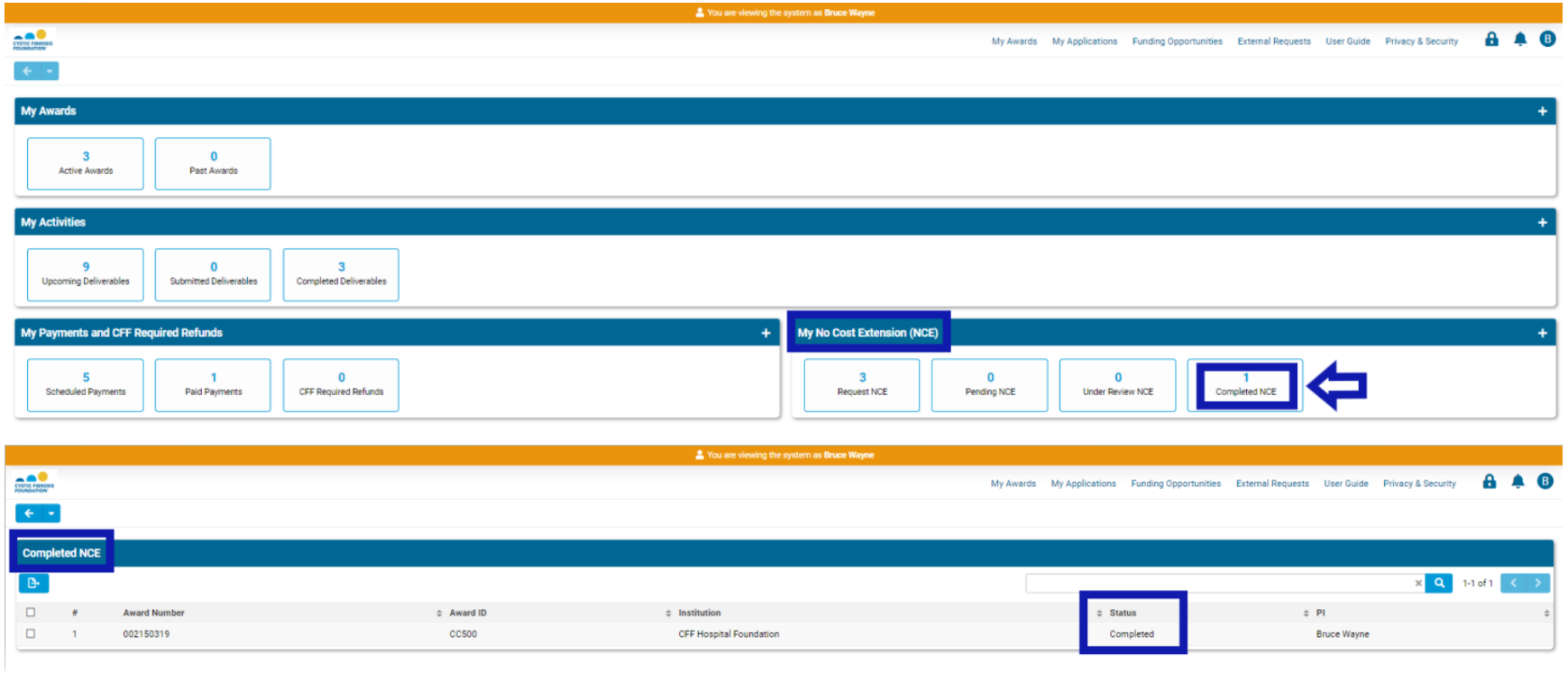




No-Cost Extension Approval:

1. When the No-Cost Extension request has been **reviewed and approved** by CFF, all Post-Award contacts associated with the award, who are listed on Page 2 of this guide, will be able to find the approved No-Cost Extension request in the **Completed NCE** tile under the **My No Cost Extension (NCE)** module. The status of the No-Cost Extension request will move from **Submitted/Pending PA Acceptance** status to **Completed** status. This means that the No-Cost Extension request has been approved by CFF and the award has the been granted the new requested project end date listed on the No-Cost Extension request.



IMPORTANT NOTES:

- When a No-Cost Extension request is approved, the Final Deliverables (which are typically the Final Scientific Report and Final Report of Expenditures) will have a new schedule date of three months after the new No-Cost Extension requested project end date.
  - For example, if the approved No-Cost Extension requested end date is 1/31/2022, the scheduled date (due date) for the final deliverables will be updated to 4/1/2022.
- You may request a subsequent No-Cost Extension request after the first No-Cost Extension request no sooner than 90 days before the end of the first No-Cost Extension project end date.