

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.

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

No-Cost Extension Status Quick Reference Guide



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	View	View	View	View	View Only	View	View Only	View Only	View Only
Investigator	Edit	Edit	Edit	Edit		Edit			
Co-Investigator	View	View	View	View Only	View Only	View	View Only	View Only	View Only
	Edit	Edit	Edit			Edit			
Coordinator	View	View	View	View Only	View Only	View	View Only	View Only	View Only
	Edit	Edit	Edit			Edit			
Post-Award	View	View	View	View Only	View Only	View	View Only	View Only	View Only
Contact	Edit	Edit	Edit			Edit			
Financial Officer	View	View	View	View Only	View Only	View	View Only	View Only	View Only
	Edit	Edit	Edit	,		Edit			
Grants Officer	View	View	View	View Only	View Only	View	View Only	View Only	View Only
	Edit	Edit	Edit	,	,	Edit			
Authorized	View	View	View	View Only	View	View	View Only	View Only	View Only
Institution Official	Edit	Edit	Edit		Edit	Edit	,	,	



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

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My Activities								+
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My Payments and CFF Required Refunds	+ My No Cost Extension (NCE)							+
5 0 Scheduled Payments CFF Required Refunds	Request NCE P	0 Pending NCE) view NCE Cor	0 mpleted NCE				
Active Mentor Awards								+
If you are a Mentor on an award with the CF Foundation, those awards will be displayed here.								
0 Active Mentor Awards								

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.

<u>PLEASE NOTE:</u> You will only be able to view the award under the **Request NCE** tile only if the <u>Principal Investigator</u> 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")



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Request NCE												
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Award	Institution	Award Type	Principal Investigator	Award Period		(¢	Award Amount	\$			
00395422 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	04/01/2022 - 03	03/31/2023				Create NCE	E		
00286219 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2019 - 06	06/30/2020			\$44,68	35.00 Create NCE			
002150319 - Wayne	CFF Hospital Foundation	Therapeutic Development Center Award	Bruce Wayne	07/01/2018 - 06	06/30/2019			\$44,68	S5.00 Create NCE	K		

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.

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New Activity										>
Activity Type: No Cost Extension										
Award Information										
CFF Award ID:	CC500	CFF Award Number:				00215031)			
Date:	06/06/2022	Principal Investigator:				Bruce Way	ne			
Project Title:	This is a Test Project Title									
Original Project End Date:										
	→ Initiate N	CE								



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.

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New Activity										>
Submission failed due to the following:										
The project end date is not within the next 90 days, hence you cannot create an NCE										
Activity Type: No Cost Extension										
Award Information										
CFF Award ID:	WAYNE22Y0	CFF Award Number:				00395422				
Date:	06/06/2022	Principal Investigator:				Bruce Wa	yne			
Project Title:										
Original Project End Date:										
	→ Initiate NC									

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.

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NCE Number: 1									
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In the event the research/project is not completed within the project period, a no-cost extension request (NCE) must be submitted no soon considered based on the research involved. Approvals of no-cost extensions are not guaranteed, and failure to request a no-cost extension *Please note: Upon review of the No-Cost Extension, additional information may be requested of the awardee and the Program Officer m	er than 90 days before the end of the project period. A no-cost exten may result in the forfeiture of funds. ay request an interim Progress Report.	ision may be requested only for the final funding year,	and the requested end date	may not exceed one (1) year fro	om the current end date	of the project.	Multiple no-cost extensio	ns may be	
Award Information									
CFF Award ID:	CC500	CFF Award Number:			00215031	9			
Date:	06/06/2022	Principal Investigator:			Bruce Way	ne			
Project Title:	This is a Test Project Title								
Original Project End Date:	06/30/2019								
	→ Begin Prepa	ration							

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.

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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 <u>Authorized</u> 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.

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* Authorized Institution Official								
Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Co	est Extension will au	tomatically route to th	e person selected.					
Select One								
😂 Save My Work 🕒 Submit								



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.

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Submission failed due to the following: The requested end date should not exceed one year (1) from the current end date of the project.									
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06/06/2022 Image: Constraint of the storage of the project. The requested end date should not exceed one year (1) from the current end date of the project.									

7. The status of the No-Cost Extension request will move from In Progress status to Pending PI Acceptance status. This means that the <u>Principal Investigator</u> 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 <u>Principal Investigator</u> 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.

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8. When the status of the No-Cost Extension request is in **Pending PI Acceptance** status, the <u>Principal Investigator</u> 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 <u>Principal Investigator</u> will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the <u>Principal Investigator</u> can move the No-Cost Extension request forward by clicking on the **PI Approved** button.

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This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.			
* Authorized Institution Official			
Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.			
Clark Kent			
✓ PI Acceptance			
accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative funding.			
EACK			
Save My Work OPI Approved			



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 <u>Authorized Institution Official</u> 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 <u>Authorized Institution Official</u> 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.

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

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10. When the status of the No-Cost Extension request is in **Pending AIO Acceptance** status, the <u>Authorized Institution Official</u> 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 <u>Authorized Institution Official</u> will need to provide their attestation under the AIO Acceptance section by clicking on the check box. Once that has been completed, the <u>Authorized Institution Official</u> 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.



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Select the Authorized institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.				
Clark Kent				
✓ PI Acceptance				
PI Acceptance - Name: Bruce Wayne PI Acceptance - Date: 06/06/2022 11:33 AM				
✓ AIO Acceptance	_			
• On behalf of the Awardee Institution, I accept responsibility for the financial conduct of this project and agree to provide the required financial reports and related documentation. In addition, I acknowledge and agree the CFF Terms and Conditions of Award, dated January 31, 2018, and any subsequent amendments agreed upon between				
CF+ and the Awardee Institution, govern this award.				

11. Once the <u>Authorized Institution Official</u> 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.



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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 <u>Principal Investigator's</u> review.



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NCE Number: 1								
Prepared By: Bruce Wayne								
Revisions Requested								
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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 <u>Principal Investigator</u> 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 <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance status, the <u>Principal Investigator</u> of the award will find the Pending PI Acceptance s

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4. When the status of the revised No-Cost Extension request is in **Pending PI Acceptance** status, the <u>Principal Investigator</u> 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 <u>Principal Investigator</u> will need to provide their attestation under the **PI Acceptance** section by clicking on the check box. Once that has been completed, the <u>Principal Investigator</u> can move the revised No-Cost Extension request forward by clicking on the **PI Approved** button.



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This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.				
* Authorized Institution Official				
Select the Authorized Institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.				
Clark Kent				
✓ PI Acceptance	_			
accept responsibility for the conduct of this project and will provide the required progress reports and other related documentation as necessary. In addition, I acknowledge my responsibilities under the CFF Terms and Conditions of Award, dated January 31, 2018 for this award and further certify that I have no conflicts or duplicative function.				
Save My Work				



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 <u>Authorized Institution Official</u> 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 <u>Authorized Institution Official</u> 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

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My Awards	+
3 Active Awards Past Awards	
My Activities	+
9 Upcoming Deliverables Submitted Deliverables Completed Deliverables	
My Payments and CFF Required Refunds + My No C	cost Extension (NCE) +
5 Scheduled Payments 0 CFF Required Refunds	3 Request NCE 0 Completed NCE

6. When the status of the revised No-Cost Extension request is in Pending AIO Acceptance status, the <u>Authorized Institution Official</u> 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 <u>Authorized Institution Official</u> will need to provide their attestation under the AIO Acceptance section by clicking on the check box. Once that has been completed, the <u>Authorized Institution Official</u> 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.



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Activity Type: No Cost Extension			-	U
Status: Pending AIO Acceptance				
* Activity Owner: Bruce Wayne 🖸				
NCE Number: 1				
Prepared By: Bruce Wayne				
GENERAL INCE DETAILS				
* Requested End Date	:=	JUMP TO		-
06/30/2019		PI Acceptance	e	
* Projected amount of funds available for use during no-cost extension	1	AIO Acceptan	ce	
\$10,000.00				
* Explanation for what was completed for the research project during the project period				
This is the explanation for what was completed during the research project period.				
* Description of what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized				
This is the description for what the PI Expects to accomplish with the additional time, as well as how the projected balance will be utilized.				
* Authorized Institution Official				
Select the Authorized institution Official who is responsible for this project. If the correct contact is not listed use the Add Authorized Institution Official button below to add the contact to the system. Please ensure that the AIO is correct, as the No-Cost Extension will automatically route to the person selected.				
Clark Kent				
▼ PI Acceptance	_			
PI Acceptance - Name: Bruce Wayne PI Acceptance - Date: 06/06/2022 11:33 AM				
✓ AIO Acceptance	_			
On behalf of the Awardee Institution, I accept responsibility for the financial conduct of this project and agree to provide the required financial reports and related documentation. In addition, I acknowledge and agree the CFF Terms and Conditions of Award, dated January 31, 2018, and any subsequent amendments agreed upon between				

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:

 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.



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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.