**Overview:** A 'No-Cost Extension' (NCE) amendment/modification should be requested to extend the end date of a project without adding additional funds to the project.

### **Examples:**

1. To extend the end date of a project to complete data analysis and prepare for publication.

#### Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:

<b>»</b>	My Inbox	MyFunding
Awards	Reports	
<b>A</b>	Пороно	

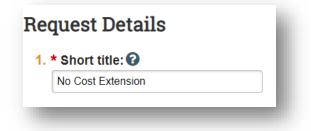
2. Search for the award in the search box and click on the 'Name' of the award:

All Awards	Active Awards	Draft Awards Awards in	Review Sub	awards				
Filter O ID	•	AWD00000005	Go + Add Filte	r 🗙 Clear All				
ID	Name	SmartForm State	PI First PI La Name Nam	e Department	Sponsor	Reviewer Award Approver	+ Date Modified	Direct Sponsor Award
AWD00000	005 Smoke Test NN 3/8/19	13 Patch	Eric Larso	on Office of Research	National Institutes of Health	Merz	5/23/2019 12 15 PM	7894456212
1 items				e page 1	of 1 >			25 / page

3. Once in the award workspace click on 'Request Award Modification':

Active	Smoke Test NM 3 Patcl	h 3/8/19		AWD0000005 Funding Award
Next Steps	PD/PI:	Eric Larson	Award Date:	3/8/2011
Edit Award	Designated Reviewer:		Start Date:	6/1/2019
A STOCK AND A STOC	Award Approver:	Natalie Merz	End Date:	5/31/202
Printer Version	Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Awar
Create Award Modification	School:	SVC Research	Sponsor Award #	789445621
Create Subaward	Department Administrator:	Natalie Merz	Award Structure:	Standard
Create Subaward	Direct Sponsor:	National Institutes of Health	Specialist:	Christine McClure
Request Award Modificati	r.			
Request Subaccount	Current Total Project Period Commitment:	\$22,600	SPA Account #	year 1 year 2
Award Documents	Current Total Award Amount To Date:	\$22,600	SPA Account #	Year 1 - subaccount - Ranieri test
Team Disclosure Status				
Terms And Conditions	Awarded Funding Proposals:			

- 4. On the 'Request Details' page enter the following information:
  - a. Enter a 'Short title' that includes 'No Cost Extension':



b. Enter the 'Date' of the amendment/modification request:

uest Details	
Short title: 🕜	
No Cost Extension	
Date requested:	]

c. Select 'No Cost Extension' as the 'Modification Type':

* Short title:	: 🕜		
No Cost Exter	nsion		
Date reques	sted:		
5/31/2019		<b>#</b>	
<ul> <li>O Re-budget</li> <li>O Carryover</li> <li>O NGA Pavis</li> </ul>			
O Carryover O NGA Revis	sed		
- 0	ocation Correctio	n	
O Early Term O Sponsor C			
O Personnel			
O Other Cha	nges (T&C, Com	pliance Update, et	c.)
O Demograp	nic Changes Oni	У	

Enter the following extension related information:

- d. A description of 'What work will be completed during the extension period'
- e. 'Extension Type'
- f. 'Choose the Number of the Request'

	ta analysis. te 6/30/2019, proposed end date 6/30/2020, and direct costs
Choose Ext	nsion Type:
Pitt-approv	d
O Sponsor-a	proved
Clear	
Choose the	number of the request
1st	·
•	
O 2nd	
O 2nd O Other	

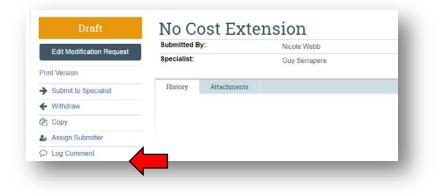
g. Add additional comments, if necessary, in the 'Comments' box:



h. Click 'Finish' in the bottom right-hand corner:

	A		
Supporting Documents:			
+ Add			
Add There are no items to display			

5. Click 'Assign Submitter'. Assign the submitter as **your Dean's area reviewer** and select 'OK':



https://clk-grants-dev.offres.pitt.edu/Dev/sd/ResourceAdministration/Activ	vity/form?ActivityType=com.webridge	entity.E
sign Submitter		
1. * Submitter:		
Jennifer Woodward 🔜 💿		
	ОК	Cancel

## What do I attach?

- 1. Any documents requiring a signature by the Office of Research (OR)
- 2. Any other school-specific required documents
- 3. NOA/sponsor document noting change (eRA Commons email notification)
- 4. Compliance approvals (if applicable)
- 5. For PHS Agency NCEs that require prior approval, a signed PI assurance statement that complies with NIH <u>NOT-OD-06-054</u>

# Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

Active	Smoke Test NM	A 3 Patch 3/8/19			AWD00000005	Funding Award	
Next Steps	POPL		Chemine McDure	Award Date:		14000	
Litt Annul	Designated Revenuer.		Chalantere McCharm	Start Dute:			
	Award Approver:		Natalie Merz	End Date:		60190	
People Vierson	Approving Dept./Centerlinatitute:		Office of Research 10259	Award Type:	-		
Croate Award Modification	Soleon:		tive Assisted	Sponsor Award #	PENAN		
Croste Submert	Department Administrator		Chalative McChure	Award Structure	14		
Contraction of the local distance	Denot Approval		National Institutes of recalls	a balantes of recalls Apecadost		Christian McC	
Repeat Avent Modification	Prime Sponsor:						
Report Subscience	Current Total Project Period Commit	TWIC .	\$206,156		year 1 year 2		
E satbones	Current Total Award Amount To Date		\$206,150	SPA Account#	Weat N - subjectment - Rament		
M. Teals Discourse Status					and the second s		
E Terms And Landberg	Awarded Funding Proposals:						
(# Compile	•	Name		Principal Investigator	10		
Watage Avoitan Harrows	F7-00008422	Struke Teal NM Patch 3/07/0	Halak Merz Awar			erard	
P trains Acciling Rowers							
Support Award Document		and the second se	No. of Concession, Name of Concession, Name				
( Manage Deliverations	Award Checkful Denn	Alachierata Moldoniana	Child Annaha Salawarita	Belated Property Deltareadout	Permonel Complants -		

# What's Next?

1. The Dean's area reviewer will review the amendment/modification request and if acceptable, will use the 'Submit to Specialist' activity in the

amendment/modification workspace to send the amendment/modification request to the Office of Research (OR).

Draft	Testing In	box		AMR00000413 Modification Request
Edit Modification Request	Submitted By:	Natalle Merz	Request Date:	4/5/2015
Cost introduction interpreter	Specialist:	Zachary Byrnes	Award:	AWD00000005 (AWD00000005
Print Version		2.2		
→ Submit to Specialist	Listory Attachment	s		
← Withdraw			Author	* Activity Date
Copy Copy	Activity			
Assign Specialist	Submitter Assigned		McClure, Christine Lynn	4/5/2019 11:47 AM
C Log Comment				

2. If accepted by the OR, the amendment/modification request will be "Approved", and the OR will create the amendment/modification for the award and send the required documents to Sponsored Programs Accounting (SPA) to have the SPA account updated.