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.

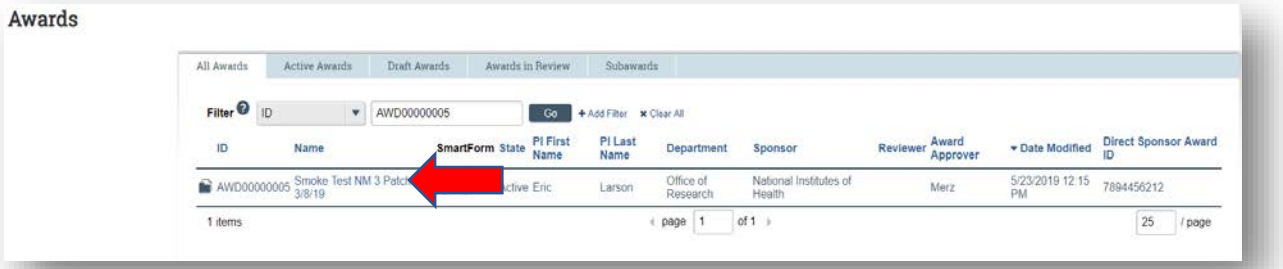
Examples:

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:

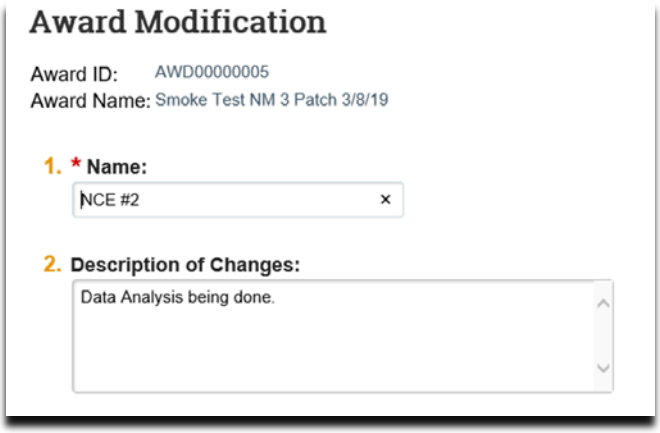
2. Search for the award in the search box and click on the 'Name' of the award:



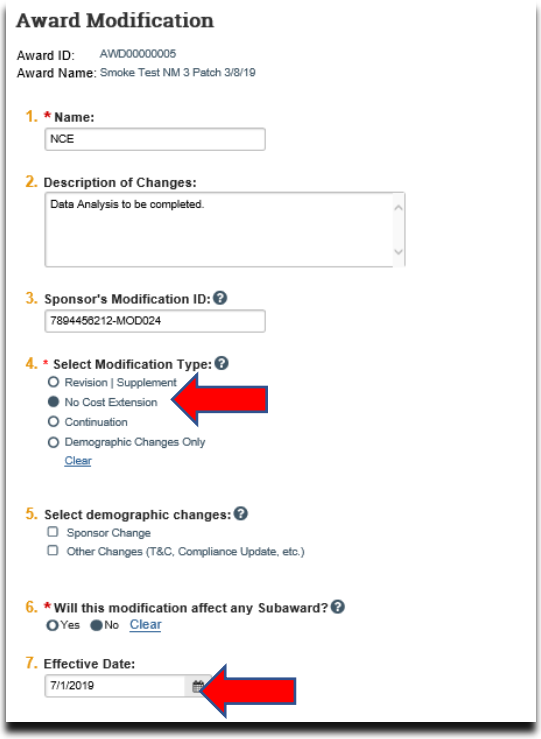
3. Once in the award workspace click on ‘Create Award Modification’:

4. On the ‘Award Modification’ page enter the following information:
    a. Enter a ‘Name’ for the amendment/modification that includes ‘No Cost Extension or NCE’:

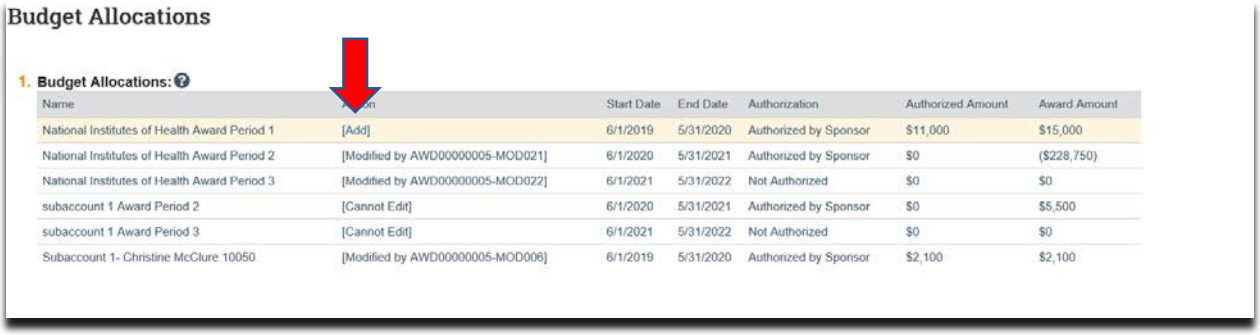
    b. Enter a ‘Description of the Changes’ for the amendment/modification request:



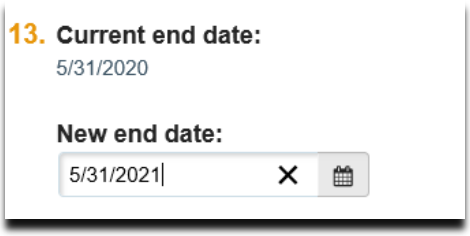
c. Select 'No Cost Extension' as the 'Modification Type'
d. Select an 'Effective Date' and click 'Continue':



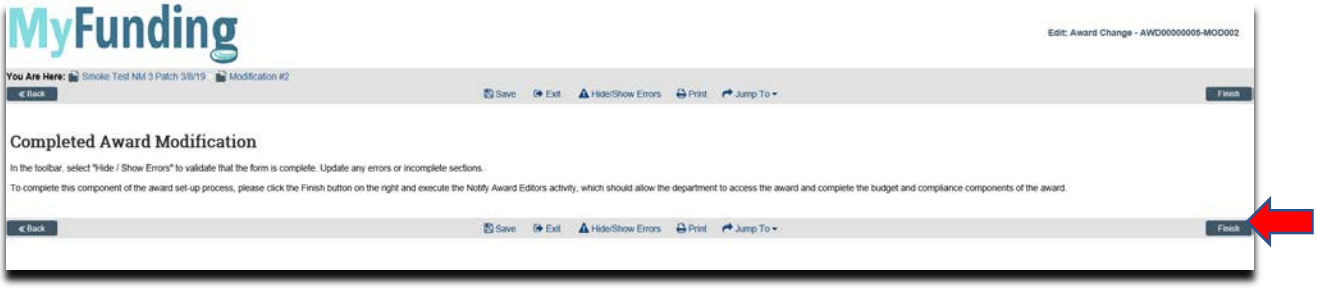
5. On the 'Budget Allocations' page, click the 'Add' button in the 'Action' column for the allocation that will be updated:



6. Once in the 'Add or Edit Funding Action' screen update the 'New End Date' and click 'Ok' then click 'Continue':



7. One the 'Completed Award Modification' page click 'Finish':



8. In the modification workspace click on the 'Parent Award' title to return to the main award workspace:

What should be attached by the department (if it was not included with the 'Modification Request')?

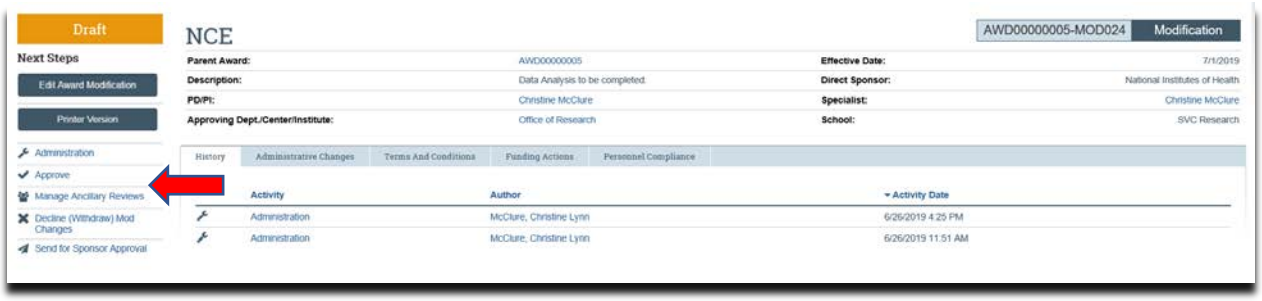
1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. NOA/sponsor document noting change (if applicable)
4. Compliance approvals (if applicable)

Where do I attach the documents?

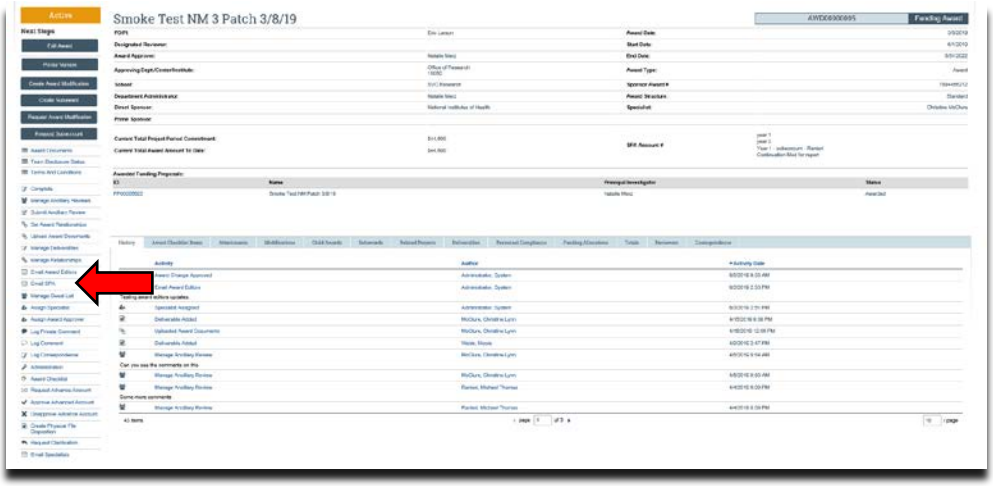
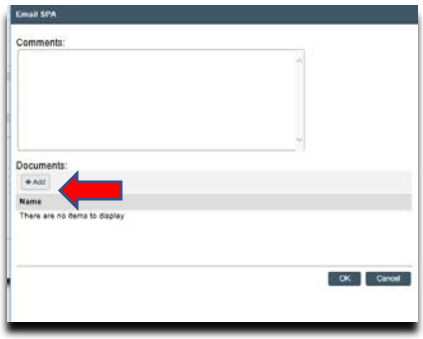
Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

What's Next?

1. If the amendment/modification requires sponsor approval, the specialist will click 'Send for Sponsor Approval'.
2. Once the amendment/modification is approved/completed the specialist clicks 'Approve' in the modification workspace:



3. In the award workspace the specialist clicks ‘Email SPA’ to send the required documents to Sponsored Projects Accounting (SPA):



4. The ‘Email SPA’ activity will open to allow comments and document to be attached to the activity, then click ‘Ok’ to complete the process: