

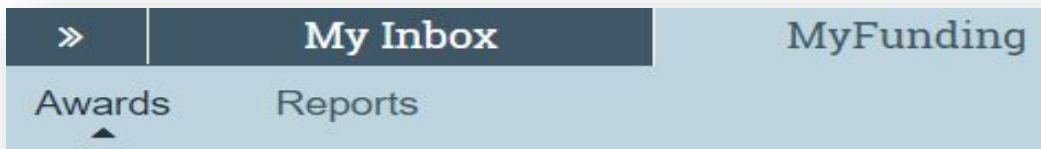
Overview: A ‘No-Cost Extension’ (NCE) amendment/modification should be requested to extend the end date of a project without adding additional funds to the project.

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':

The 'Award Modification' form displays the following information:

Award ID: AWD00000005
Award Name: Smoke Test NM 3 Patch 3/8/19

1. * Name:

- b. Enter a 'Description of the Changes' for the amendment/modification request:

The 'Award Modification' form displays the following information:

Award ID: AWD00000005
Award Name: Smoke Test NM 3 Patch 3/8/19

1. * Name:

2. Description of Changes:

Specialist-Creating an Amendment/Modification: No Cost Extension (NCE)

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

Award Modification
Award ID: AWD00000005
Award Name: Smoke Test NM 3 Patch 3/8/19

1. * Name:
NCE

2. Description of Changes:
Data Analysis to be completed.

3. Sponsor's Modification ID:
7894456212-MOD024

4. * Select Modification Type:
 Revision | Supplement
 No Cost Extension
 Continuation
 Demographic Changes Only
[Clear](#)

5. Select demographic changes:
 Sponsor Change
 Other Changes (T&C, Compliance Update, etc.)

6. * Will this modification affect any Subaward?
 Yes No [Clear](#)

7. Effective Date:
7/1/2019

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

Budget Allocations

1. Budget Allocations:

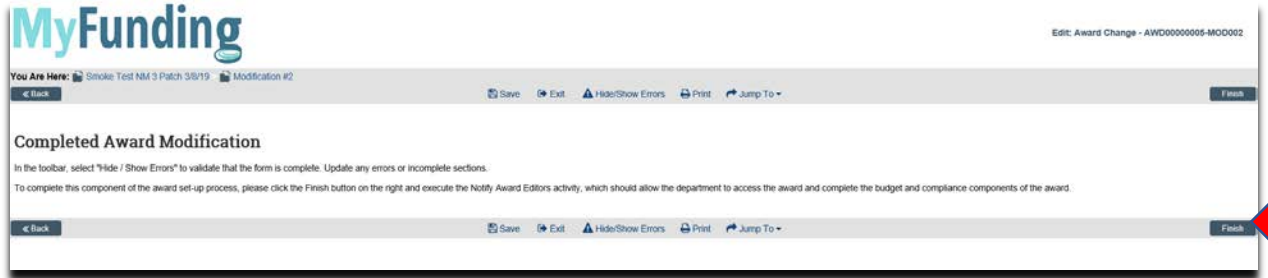
Name	Action	Start Date	End Date	Authorization	Authorized Amount	Award Amount
National Institutes of Health Award Period 1	[Add]	6/1/2019	5/31/2020	Authorized by Sponsor	\$11,000	\$15,000
National Institutes of Health Award Period 2	[Modified by AWD00000005-MOD021]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	(\$228,750)
National Institutes of Health Award Period 3	[Modified by AWD00000005-MOD022]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
subaccount 1 Award Period 2	[Cannot Edit]	6/1/2020	5/31/2021	Authorized by Sponsor	\$0	\$5,500
subaccount 1 Award Period 3	[Cannot Edit]	6/1/2021	5/31/2022	Not Authorized	\$0	\$0
Subaccount 1- Christine McClure 10050	[Modified by AWD00000005-MOD006]	6/1/2019	5/31/2020	Authorized by Sponsor	\$2,100	\$2,100

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

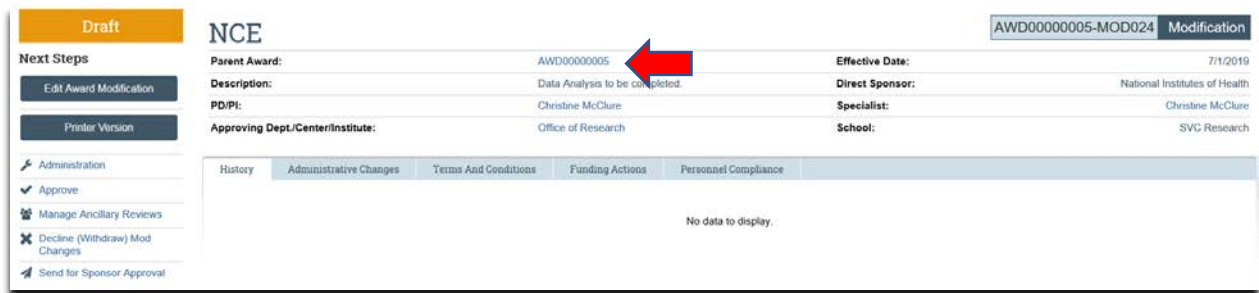
13. Current end date:
5/31/2020

New end date:
5/31/2021

7. On 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:

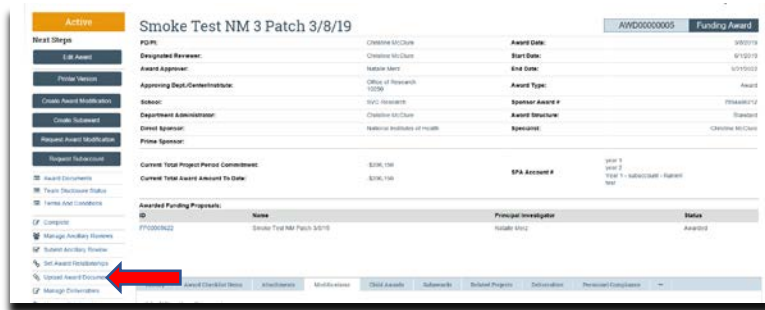


What should be attached by the department (if it was not included with the 'Modification Request')?

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)
5. For PHS Agency NCEs that require prior approval, a signed PI assurance statement that complies with NIH [NOT-OD-06-054](#)

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:

