No Cost Extension Job Aid

Request No Cost Extension
This section details the steps for Departmental Staff to request Central Staff to submit to the sponsor a request to extend the project.

Request Award Modification (Departmental Staff)
1) **Departmental staff** should use the “Request Award Modification” button of the parent AWD record to request a grantee or grantor approved extension to the project.

2) **Request Award Modification:** Route to the Awards Team, using the steps below.
   a) **Request Award Modification:** Click the “Request Award Modification” button.
   b) **Request Details:**
      i) **Short title:** The short title will be the Action Type. Ex “No Cost Extension Request.”
      ii) **Date Requested:** Include the date of the request to the sponsor or the current date.
      iii) **Description of requested changes:** Include a short explanation of what action the modification is taking. Ex “Request to extend project to 08/31/2022.”
      iv) **Supporting documents:** Include any justification or other supporting documentation.
      v) **Finish:** Click “Finish.”

3) **Submit to Specialist:** Click “Submit to Specialist” to route request to the Specialist. (Note: if the record was migrated from RMS the default Specialist will be Elena Mota, and will be reassigned in the steps below by Central Staff.)

Assignment and Request Submission (Central Staff)
4) **Reassign the Submitter and Specialist** Central Staff can reassign the Submitter of the request and the Specialist assigned to execute the change in period of performance from the “Award Mod Requests” tab.
   a) Click the appropriate Mod request.
   b) **Assign Submitter:** Assign the Submitter as the individual responsible for submitting to the Sponsor (Ex: DRA, SPAA, or Grant Specialists).
   c) **Assign Specialist:** Use “Assign Specialist” to assign the Specialist who will “Approve” and execute the No Cost Extension modification.

Approve No Cost Extension
This section details the steps for Central Staff for executing an extension to the project, once sponsor approval has been received.

Create No Cost Extension (Administrative Staff)
1) **Create Award Modification:** From the AWD record, select “Create Award Modification.”
2) **Award Modification smartform:** Complete the award modification smartform.
   a) **Name:** The next modification number will populate. Add the modification type. Ex: “Modification #3, NCE”.
   b) **Description:** Include a brief description of the no cost extension.
c) **Sponsor Modification:** Sponsor Project number should populate. Confirm that this matches Sponsor’s Project Number listed on the Modification.
d) **Modification Type:** Click the “No Cost Extension” button.
e) **Subaward:** If there is a known Subaward on the project, click “Yes.”
f) **Effective date:** The date the extension was approve by the sponsor, or the Active Date.
g) **Continue:** Click “Continue.”

3) **Budget Allocation:** Complete the Budget Allocation page to edit the end date.
a) Click “Add” next to the Budget Allocation to amend.
b) On #9 (“New End Date”) include the new end date.
c) Click “Continue”.

4) **Finish Modification:** Complete Award Modification: Click “Finish.”

5) **Assign Award Approver:** Assign the appropriate SPAA Account Analyst in accordance with the constituency list as the Award Approver.

6) **Submit for Final Review:** Click “Submit for Final Review” to submit to SPAA.
a) **Comments:** Include a brief sentence detail the action. Ex: “Extends project to 09/30/2023”
b) **Supporting Documents:** Attach the NCE NOA or sponsor approval.

7) **Add Attachments:** Navigate back to the parent AWD record and click “Add Attachments” and add a copy of the NCE NOA or sponsor approval.