No Cost Extensions
When a project requires additional time to complete the scope of work a Modification for a No Cost Extension must be requested. Depending upon the terms and conditions of the Award there are two possible categories;

1) UF may grant the first No Cost Extension (or)
2) Sponsor Approval must be obtained.

Refer to the Terms Summary within the Award Workspace to ensure which category your Award falls under.

**Step 1**
From the Award Workspace execute the **Create Award Modification** activity.

![Create Award Modification](image)

**Step 2**
From the **Modifications** Summary in the Award Workspace click the link to the newly created Modification.

![Modifications](image)

**Step 3**
Access the Modification Smartforms by clicking the **Edit Award Modification** button.

![Edit Award Modification](image)
Step 4
In **Field 2.0 Select Modification Type** select **Dates**. A dropdown with Date subtypes will appear. Select **Date Extension**.

![Select Modification Type](image)

**Select Modification Type:**
- Financial
- Dates
- Personnel (Including effort commitments)
- Terms and Conditions (Including spending/KK dates)
- Compliance (IRB, IACUC)
- Early Award Termination
- Project Demographics (Name, IDC Center, Project Type)
- Award Demographics (Sponsor, CFDA, FAIN, Responsible Unit)
- Core Office Correction

**Select Date Modification Type:**
- Date Extension
- Date Reduction

Step 5
If this is a sponsor-driven No Cost Extension that requires DSP to communicate with the sponsor, there will not be a sponsor’s award ID for this Modification at the time of UFIRST request. Leave **Field 3.0 Enter the sponsor’s Award ID for this modification** blank.

However, if the formal sponsor Modification is in hand enter the ID number here.

![Enter Award ID](image)

Step 6
In **Field 4.0 Attach Official Award Modification Documents** upload the formal sponsor provided modification or the request letter that is to be sent the sponsor. Be sure to have the PI sign this letter before routing to DSP. If the modification will be submitted via NSF Fastlane or NIH Commons, you can leave this blank.

![Attach Official Documents](image)

Step 7
In **Field 6.0 Describe the modification** provide details about this modification request.

![Describe Modification](image)
Then click Continue >> until you arrive at page 4.0 Date Modification.

**Step 8**
In *Field 2.0 Modified Overall Award End Date* use the text field to enter in the requested end date.

![Image of 4.0 Date Modification page](image)

**Step 9**
In *Field 3.0* use the **Update** button to edit the end dates of all projects requiring the no-cost extension.

![Image of 3.0 Field showing projects and dates](image)

**Step 10**
In *Field 4.0 Is this a No Cost Extension* select Yes. A box will appear. In that box provide a detailed programmatic justification for the extension.

![Image of 4.0 Field showing Yes option and programmatic justification](image)
Then click **Continue >>** to access Page 8.8 Effort Commitments.

**Step 11**
For Converted Awards there will not be any Effort Commitment data available in UFIRST. In order to extend the effort commitments for all key people into the No Cost Extension period each commitment must be entered individually using the **Add** option in **New Effort Commitments**. Add only the commitment for the new time period. Note that if you are changing commitments from the existing award, this must also be communicated in the request letter or justification.

For UFIRST-originated Awards use the **Update** option in **Edit Existing Effort Commitments** to extend the date of the effort commitment to include the No Cost Extension period for each committed person.

To communicate special circumstances or details of the effort commitments on this award use the **Effort Commitment Notes** field.

**Effort Commitment Notes:**
Ethel Beavers has not met her person months commitment for this award, therefore her effort is being extended.

Then click **Continue >>** to access Page 11.0 Subaward Modifications.

**Step 12**
If any Subawards exist under this Award that should also be extended, use Page 11.0 Subaward Modification to indicate which Subawards should have draft Modifications created. Note, not all Subawards may need to be modified. Also, if there is an active Modification taking place on a Subaward it will not be selectable here.
Then click **Continue >>** to access Page 12.0 Complete Award Modification.

**Step 13**
In **Field 1.0 Effective Date of Award Modification** use the text box to enter in the date which the modification was fully signed or the effective date as stated in the formal modification.

Then click **Finish** to access the Award Modification Workspace.

**Step 14**
Once the Modification is complete and all errors have been addressed, execute the **Submit for Review** activity.