

No Cost Extensions

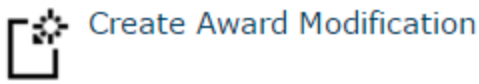
When a project requires additional time to complete the scope of work a Modification for a No Cost Extension must be requested. Depending upon the terms and conditions of the Award there are two possible categories;

- 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.



Step 2

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



Modifications:

Name	ID	SmartForm
2016 APHIS Mitigation of Invasive Pests Using Biological Control in Open Field To - Modification #1	AWD00002_MOD0001	SmartForm▼

Step 3

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



Step 4

In **Field 2.0 Select Modification Type** select **Dates**. A dropdown with Date subtypes will appear. Select **Date Extension**.

2.0

*** 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.

3.0

Enter the sponsor’s award ID for this modification

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.

4.0

Attach Official Modification Documents:

Add

	Document	Description
<input type="button" value="Upload Revision"/>	PI Signed No Cost Extension Request Letter	<input type="button" value="Delete"/>

Step 7

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

6.0

*** Describe the modification**

First no cost extension request. Please see the request letter uploaded in Field 4.0 This needs to be reviewed, signed by DSP, and sent to the sponsor per the terms and conditions of the Award.

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.

4.0 Date Modification

Award ID: 00005611
Award Name: UFIRST is FUN

1.0
Current Overall Award Start Date: 3/1/2016
Modified Overall Award Start Date:

2.0
Current Overall Award End Date: 5/31/2017
Modified Overall Award End Date: 5/31/2018

Step 9

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

3.0

To change a project end date, enter a new date in the "Modified End Date" column:

New Projects:
There are no items to display

Existing Projects:

Project ID	Name	Start Date	Current End Date	Modified End Date	
00111389	PRIMARY PROJECT: UFIRST is FUN	10/14/2013	10/13/2017	5/31/2018	Cancel
00112136	TASK #1: Proposals	10/14/2013	9/30/2014	9/30/2014	Update
00111392	TASK #4: Awards	10/15/2015	6/30/2017	6/30/2017	Update
00111390	TASK #2: Agreements	10/14/2013	10/31/2014	10/31/2014	Update
00111394	TASK #6: Upgrades & Training	10/14/2013	9/30/2017	9/30/2017	Update
00111391	TASK #3: SF424	10/14/2013	8/30/2016	8/30/2016	Update
00111393	TASK #5: Award Modifications	10/14/2013	8/30/2017	8/30/2017	Update

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.

4.0

Is this a no Cost Extension:
 Yes **No** [Clear](#)

Provide a programmatic justification:

The first developer hired to work on the project resigned unexpectedly. Additional time is required to hire and retrain a replacement.

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.

8.8 Effort Commitments

New Effort Commitment:

Add

Person	Start	End	Appt	FTE	Cost Share Months	Cost Share %	Sal Request Months	Sal Request (%)	Total Effort Months	Project

Update Delete

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.

Edit Existing Commitment Data

Add

Person	Start	End	Appt	FTE	Cost Share Months	Cost Share %	Sal Request Months	Sal Request (%)	Total Effort Months	Project
Ethel Beavers	6/1/2017	5/31/2018	12	1	0	0%	0.6	5%	0.6	P0000712

Update Delete

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.

11.0 Subaward Modifications

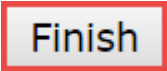
	Award ID: 00005611 Award Name: UFIRST is FUN
1.0	Select the Subawards associated with this award from which to automatically create modification drafts: <input type="checkbox"/> Subaward 1 (00005611) <input checked="" type="checkbox"/> Subaward 3 (00005611) <input type="checkbox"/> Subaward 2 (00005611) (Active Subaward Modification: SUB00000288)

Then click  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.

	12.0 Completed Award Modification
1.0	* Effective Date of Award Modification: <input type="text" value="1/28/2017"/>

Then click  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.

