Requesting a No Cost Extension in the Grants Portal

A no-cost extension (NCE) extends the end date of a project without additional funding. NCEs may be necessary in order to allow the PI time to complete the work of the project.

A no-cost extension may be requested via the Grants Portal using the steps below, or you can contact your SPA Pre-Award Representative to determine what is needed to extend your project period. Ordinarily a no-cost extension will require the sponsor's approval, but some sponsors permit your SPA representative to approve these requests.

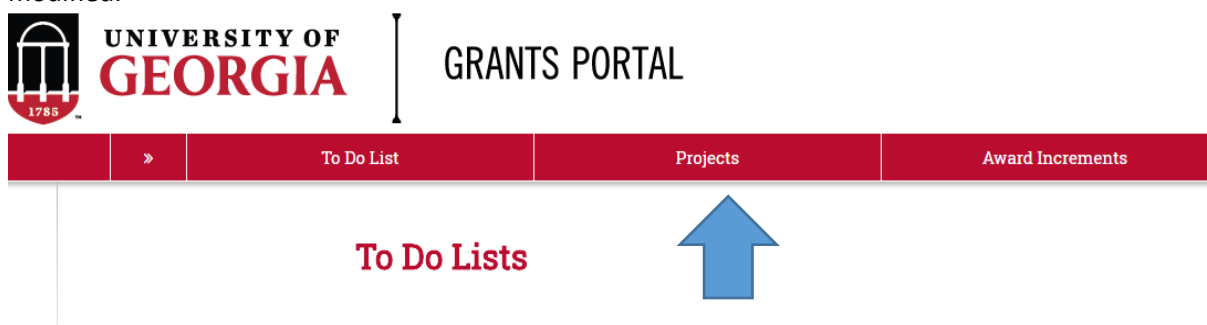Log in to the Grants Portal using your **UGA MyID** and **Password**.

1. Click on the "**Projects**" link in the red menu bar to search for the specific project that will be modified.

2. Projects that require action, such as approving the transmittal form, are in your "**Projects To Do List**" at the top of the page. To search for a specific project and initiate a modification request, scroll to the "**Projects**" section of the page.
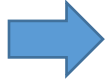
Projects To Do List

Click on the Name or the Action Required to open the project and complete the required action.

| Filter | | Enter text to search for | Go | + Add Filter | ✖ Clear All |

ID	PI	Project Title	State	OSP Rep	IMS Prop #	Action Required	Grants Assistant
FP00012624	test-copi4	test-test	Awarded	test-deptappr11		Approve Transmittal Data as Investigator	test-deptappr16

1 items   ◄ page 1 of 1 ►   10 / page

If you cannot find the project you are looking for in the list below try the Detailed Project Search Page.

Projects

| Filter | ID | ▼ | Enter text to search for | Go | + Add Filter | ✖ Clear All |

ID	Project Title	State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
FP00012624	test-test	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
FP00012566	test award with sub	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	

3. Click the arrow in the **Filter** dropdown box to select the available search criteria. You can search in a variety of ways, such as by Project Title, PI, etc. Enter the text to search, and click the "**Go**" button. If you want to search using multiple filters, click "**+Add Filter**" and enter additional search parameters.

Projects

| Filter | ID | ▼ | Enter text to search for | Go | + Add Filter | ✖ Clear All |

ID		State	PI	Modified Date	OSP Rep	Primary Sponsor	Application Type	Due Date	IMS#
	ID								
	Project Title								
	State								
	PI								
FP00012624	Modified Date	Awarded	test-copi4	4/23/2018 2:20 PM	test-deptappr11	GA COMMODITY COMM FOR BEEF	New	7/5/2018	
	OSP Rep								
	Primary Sponsor								
FP00012566	Due Date	Award Modification Requested	test-pi1	3/19/2018 9:00 AM	test-deptappr11	NATIONAL INSTITUTES OF HEALTH	New	2/16/2018	
	IMS#								

4. Once the correct project is located, click on the project title. This takes you to the project workspace where you will find the "**Request Award Mod**" activity.

test-test
GA COMMODITY COMM FOR BEEF

View Transmittal and Background Info ▾

Federal Application Package ▾

General Actions ▾

Communications ▾

Transmittal Actions ▾

Update Permissions List

PI:	test-copi4 test-copi4
Initiator:	Tammi Childs
Sponsor:	GA COMMODITY COMM FOR BEEF
Proposal Start Date:	9/1/2018
Proposal End Date:	8/31/2020
Award Begin Date:	
Award End Date:	

Request Award Mod

5. Select the "**Request Award Mod**" button an you are taken to a new screen.

Award Modification Description
Award ID:
Award Name:

1. * **Name of Modification:**

2. **Description of Changes:**

3. * **Sponsors Modification ID:**

4. * **Modification Event Type:**
   - ○ Pre-Award Spending
   - ○ Pending Award on Future Increments
   - ○ Re-budget, add chart string/s or account code/s
   - ○ Add a Subaward, not anticipated within the proposal
   - ○ Requesting or Receiving Additional Funds – Supplements, non-competing continuations, etc.
   - ○ Decrease Award Amount
   - ○ Change in scope of work
   - ○ Change of PI / Co-PI or Senior and Key Personnel
   - ○ PI/Co-PI Disengagement
   - ○ Request to Carryover funds from one year to the next
   - ○ Administrative Changes
   - ○ Early Termination
   - ● No Cost Extension
   - ○ Reports
   - ○ Residual Balance
     Clear

Select **No Cost Extension** from the options provided under **Modification Event Type.** This will result in a section where you will provide additional information.

No Cost Extension Request

1. *** New End Date:**

   [_____] 📅

2. *** Please provide a scientific justification for the No Cost Extension – why scope hasn't been completed to date and what you anticipate doing during extension period. Please note – additional time to spend remaining funds is not sufficient.**

   [text area]

3. **If any subawards on this project will be affected by the extension, select the below:**

ID	Name	Sub-recipient	Project State
There are no items to display			

4. **Will the No-Cost Extension period involve the use of any of the following:**
   Human Subjects: ○ Yes ○ No Clear
   Animals: ○ Yes ○ No Clear
   Recombinant DNA: ○ Yes ○ No Clear
   Animal Use (Client Owned): ○ Yes ○ No Clear
   Hazardous Materials: ○ Yes ○ No Clear

6. Once the info is entered, select OK and you will go back to the request workspace.
7. Enter remaining information. The effective date is when the change is intended to start. Supporting documents is where you will upload any other documents relevant to the request. This could be updated compliance info, emails, etc. Other Departments, Cost Share Departments, and Over the Cap Departments is where you will provide the department unit numbers, amounts, and chartstring/allocation names associated with the mod.

5. *** Effective Date:**

   [_____] 📅

6. **Supporting Documents:**

   [+ Add]

Name	Description
There are no items to display	

7. **Other Departments:**

   [+ Add]

Other Unit	Ar
There are no items to display	

8. **Cost Share Departments:**

   [+ Add]

Cost Share Unit
There are no items to display

9. **Over The Cap Departments:**

   [+ Add]

Over The Cap Unit
There are no items to display

8. Once you have entered all the required information, click the "**OK**" button and the request will automatically route to the appropriate Pre-Award Awarder.
9. The award modification request, including attachments and any additional comments provided, will display in the project history.

Project History	Transmittal Data	Franklin College	Award Increments	Permissions	Follow-On Submissions	Versions	

Filter ❓ Activity ▼ | Enter text to search for | Go ➕ Add Filter ✖ Clear All

Activity	Description	Author	▼ Activity Date
Award Modification Requested	Request creation of an Award Modification	test-copi4, test-copi4	5/16/2018 10:18 AM
notes for pre-award awarder			
📄 Supplement details			

11. The Project Status will update to "**Award Modification Requested**" on the Project Workspace and a Pre-Award Awarder will receive notification that a Modification is ready for review and processing.
12. SPA Pre-Award will work with the sponsor to get permission for the change. Once SPA has the sponsor's concurrence SPA will process the modification and you will get an email letting you know the process is complete.