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.
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.

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.
5. Select the “Request Award Mod” button and 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

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

- **No Cost Extension Request**
  - **New End Date:**
  - **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.**
  - **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
  - **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
  - **Effective Date:**
  - **Supporting Documents:**
    - **Name** | **Description**
      - There are no items to display
  - **Other Departments:**
    - **Other Unit**
      - There are no items to display
  - **Cost Share Departments:**
    - **Cost Share Unit**
      - There are no items to display
  - **Over The Cap Departments:**
    - **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.

<table>
<thead>
<tr>
<th>Project History</th>
<th>Transmittal Date</th>
<th>Franklin College</th>
<th>Award Increments</th>
<th>Permissions</th>
<th>Follow-Up Submissions</th>
<th>Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Modification Requested</td>
<td>Request creation of an Award Modification</td>
<td>test-copied, test-copied</td>
<td>5/16/2016 10:16 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.