

How to Create a National Science Foundation (NSF) NSF No-Cost Extension (NCE) Notification or Request at Research.gov

NSF NCE Policy Information

Chapter I of the *Award and Administration Guide* (AAG) (Part II of the NSF Proposal & Award Policies & Procedures Guide) found at

http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/aag_1.jsp#ID3c

(i) Grantee-Approved Extension. Grantees may authorize a one-time extension of the end date of the grant of up to 12 months if additional time beyond the established end date is required to assure adequate completion of the original scope of work within the funds already made available. **This one-time extension may not be exercised merely for the purpose of using the unliquidated balances.** Grantees are not authorized to extend an award that contains a zero balance. The grantee shall notify NSF, providing supporting reasons for the extension and the revised period of performance, at least ten calendar days prior to the end date specified in the grant to ensure accuracy of NSF's grant data. All grantee-approved extension notifications must be signed and submitted by the Authorized Organizational Representative (AOR) via use of NSF's electronic systems.¹ For grantee-approved extensions, no amendment will be issued. The revised end date can be viewed via NSF's electronic systems.

(ii) NSF-Approved Extension.

(a) If additional time beyond the extension provided by the grantee is required and exceptional circumstances warrant, a formal request must be signed and submitted by the AOR via use of NSF's electronic systems. The request must be submitted to NSF at least 45 days prior to the end date of the grant. Requests submitted after the end date of the grant must include a strong justification as to why it was not submitted earlier. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. As indicated above, that unobligated funds may remain at the end of the grant is not in itself sufficient justification for an extension. The plan must adhere to the previously approved objectives of the project.

(b) The first no-cost extension request will be subject to the approval of the cognizant NSF Program Officer. The grantee and the PI will be electronically notified of the disposition of this request by the cognizant NSF Program Officer. The second no-cost extension will be subject to the approval of an NSF Grants and Agreements Officer, and, if approved, will be in the form of an amendment to the grant specifying a new end date. Grantees are cautioned not to make new commitments or incur new expenditures after the end date in anticipation of a no-cost extension.

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Research.gov Process

Go to www.Research.gov.

Go to *Award & Reporting* section.

Click on *Notification & Request*.

The screenshot shows the Research.gov homepage with the following sections:

- Prepare & Submit Proposals**: Prepare, submit and check status of proposals. Includes links for 'Check Proposal Status', 'FASTLANE PROPOSAL FUNCTIONS', and 'Additional proposal functions'.
- Proposal/ Panel Review**: Review proposals, participate in panels. Includes links for 'FASTLANE PROPOSAL REVIEW', 'Proposal Review', 'FASTLANE PANEL REVIEW', and 'Panelist Functions'.
- Awards & Reporting** (highlighted with a blue border): Submit project reports, notifications & requests. Includes links for 'Project Reports', 'Deposit Public Access Publication', 'Example Project Reports (Demo site)', and 'Notifications & Requests'.
- Fellowships & Honorary Awards**: Nominate colleagues, apply for awards. Includes links for 'Graduate Research Fellowship Program (GRFP)', 'Postdoctoral Fellowships and Other Programs', and 'Honorary Awards'.

Enter NSF ID information and password.

The screenshot shows the 'NSF User Log In' page with the following fields and options:

- NSF ID**: Last Name, NSF ID, and Password fields. Includes links for 'Forgot my NSF ID' and 'Change / Reset my password'.
- Organization credentials**: A drop-down menu to 'Pick your organization:'. Includes a 'Log In' button.
- Log In / Cancel**: Buttons at the bottom left.
- Footer**: A note: 'If you don't see your organization listed - Learn more / Register for InCommon'.

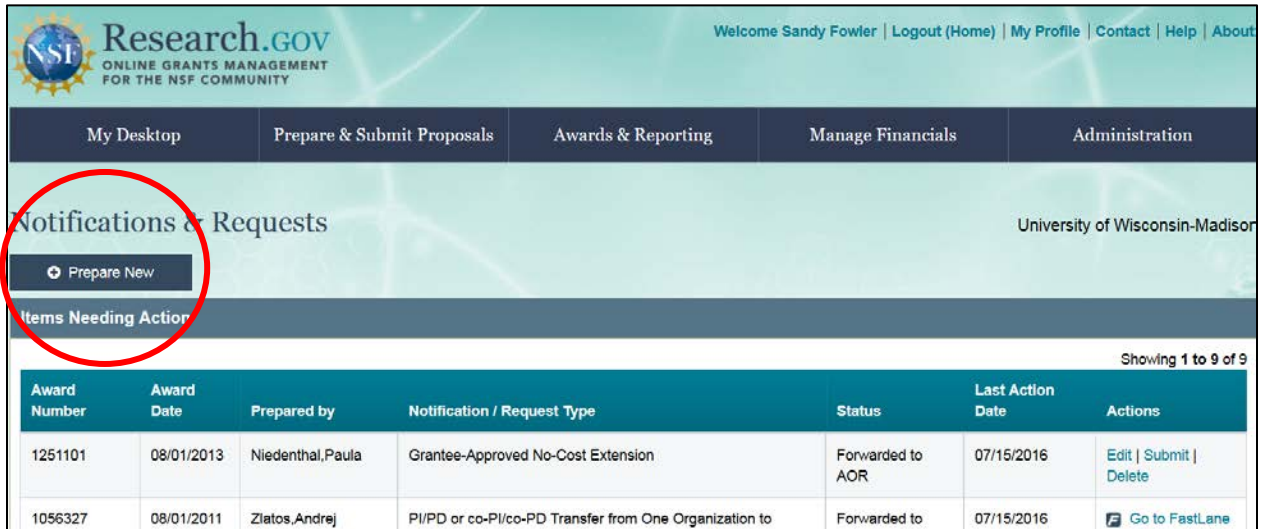
Using the *Organization credentials* works as well, but will take you to the *My Desktop* view. Logging in takes you directly to the *Notification & Request* page.

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If you do not end up at the *Notification & Request* page, navigate via the menu options found at the top of the page in the solid navy colored bar. The path is Awards & Reporting > Notification & Requests.



Click *Prepare New* button.



Choose *No-Cost Extensions* radio button.

Hit *Go* button

A screenshot of the 'Prepare New' form. The form has a title 'Prepare New' and is divided into two steps. Step 1 is 'Select type of change' and includes radio buttons for 'All', 'Budget Activities', 'No-Cost Extensions' (selected), 'Changes in Objectives, Scope, or Methodology and other Significant Changes', 'Changes in PI/PD and co-PI/co-PD', and 'Other'. Step 2 is 'Select notification / request' and includes a dropdown menu with 'No-Cost Extension' selected and a 'Go' button.

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Step 3 will appear

Enter NSF Award ID. The NSF award ID is the reference number found under the UW Madison award ID in WISDM.

Add to My Projects			
Fund-Project:	144-AAA1133	Project Description:	NSF DEB 2014
UW Project Type:	Research	Project PI:	Lindroth,Richard L;
Project Budget:	\$150,000.00	Project Co-PI:	Keefover-Ring,Kenneth M; Kruger,Eric L;
Project Dates:	7/1/2015 - 6/30/2018	Project Status:	Open
F&A Base (Rate):	MTDC (53%)	Project Department:	073600: ENTOMOLOGY*ENTOMOGY
▼ Award ID:	MSN179444	Award Sponsor:	NATIONAL SCIENCE FOUNDATION
Reference Nbr:	1456592	Flow-through Sponsor:	0
Award Amount:	\$150,965.00	Award Type:	Grant
CFDA:	47.074	Award Solicitation RFP:	NA
FDP?	Yes	Cost Share?	No
Award Status:	Accepted	Award Title:	NSF DEB 2014
Award Dates:	7/1/2015 - 6/30/2018	Award Department:	073600: ENTOMOLOGY*ENTOMOGY
Award Primary PI:	Lindroth,Richard L;	Award Co-PI:	Kruger,Eric L;
Award Description:	SG: Growth-defense tradeoffs, context dependency and genetic variation in aspen: implications for plant-insect interactions		

Click *Prepare New* button.

Step 3: Enter award number and click 'Prepare New'.

Award Number:

Prepare New

If an extension cannot be done, a warning with the reason will appear near the top of the page.

Prepare New Notification / Request

University of Wisconsin

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Warning: No-cost extensions may not be submitted more than 12 months from the award end date. Therefore, this notification/request cannot be prepared for this award at this time.

Prepare New

Step 1: Select type of change

All

Budget Activities

The system will also provide warnings if a PI has any overdue tasks – DO NOT IGNORE, it may delay the NCE approval.

Warning: The PI/co-PI associated with this award has an overdue project report due to the NSF. The overdue project report is required and should be submitted as soon as possible.

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The system knows if the NCE will be a onetime grantee approved extension or a NCE request. The appropriate screen will appear.

Grantee-Approved No-Cost Extension

Typically the first NCE is a grantee-approved NCE. WISPER records are still required.

Grantee-Approved No-Cost Extension

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Award Number:	1613214	Award Title:	IsoBank Workshop; Albuquerque, New Mexico
End Date:	12/31/2016		2016
Status:	New		

i Reminder: This one time extension may not be exercised merely for the purpose of using the unliquidated balances.

***Required**

***Revised End Date:** (Always expires on the last day of the month)

***Justification for Grantee-Approved No-Cost Extension:**

Characters remaining: 1200 (out of 1200 max)

By electronically signing and submitting this notification/request, the awardee is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the notification/request is granted. Willful provision of false information in this notification/request and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

IMPORTANT - If the notification was created by a CALS Business Services accountant, **Save ONLY** and notify via the WISPER record that the NSF notification has been created. Saving and Submitting (because of role assignments in NSF) will bypass Research and Sponsored Programs (RSP) in the review and approval process.

If the notification was created by a PI or Co-PI then record can be saved and submitted to NSF

UW Research and Sponsored Program Office will receive notification that a NCE grantee approved notification was submitted.

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NCE Request

A request is made when a second NCE is being requested or when a request is being made after the end date.

Requests should be made at least 45 days prior to the end date. If not, the system will prompt the user for additional justification to why it wasn't.

⚠ This award has already expired, therefore you must provide an "Explanation for Late Request" below for this NSF approved No-Cost Extension request.

Award Number:	1114998	Award Title:	Collaborative Research: Digitization TCN: InvertNet--An Integrative Platform for Research on Environmental Change, Species Discovery and Identification
End Date:	06/30/2016	Award Amount:	\$209,480
Status:	New		

🔔 Reminder: The extension request must be submitted to NSF at least **45 days** prior to the end date of the grant.

***Required**

***Revised End Date:** (Always expires on the last day of the month)

***Remaining Funds:** \$ (In whole dollar amounts)

***Justification for NSF-Approved No-Cost Extension:**

Characters remaining: 1200 (out of 1200 max)

***Plan for use of unobligated funds:**

Characters remaining: 1200 (out of 1200 max)

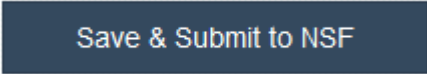
***Explanation for late request:**

Characters remaining: 1200 (out of 1200 max)

IMPORTANT - If the notification was created by a CALS Business Services accountant, **Save ONLY** and notify via the WISPER record that the NSF notification has been created. Saving and Submitting (because of our roles in NSF) will bypass RSP's in the review and approval process.



If the request was created by a PI or Co-PI then record can be saved and submitted to NSF



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UW Research and Sponsored Program Office will receive notification that a NCE request was submitted.

Updated 7/21/2016

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