

## How to Find and Edit a National Science Foundation (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#D3c](http://www.nsf.gov/pubs/policydocs/pappguide/nsf16001/aag_1.jsp#D3c)

**(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.<sup>1</sup> 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](http://www.Research.gov).

Go to *Award & Reporting* Section.

Click on *Notifications & Requests*.

The screenshot shows the Research.gov homepage with the heading "Online grants management for the NSF community". Below the heading is a "More" button. The main content area is divided into four columns: "Prepare & Submit Proposals", "Proposal/ Panel Review", "Awards & Reporting", and "Fellowships & Honorary Awards". The "Awards & Reporting" column is highlighted with a blue border. It contains a sub-heading "Awards & Reporting" and a description "Submit project reports, notifications & requests". Below this are four links: "Project Reports", "Deposit Public Access Publication", "Example Project Reports (Demo site)", and "Notifications & Requests".

Enter NSF ID information and password.

The screenshot shows the "NSF User Log In" page. It has a header "NSF User Log In" and a sub-header "There are 2 ways to log in to Research.gov. Use your NSF ID or your organization credentials." The page is divided into two main sections: "NSF ID" and "Organization credentials". The "NSF ID" section has three input fields: "Last Name:", "NSF ID:", and "Password:". There are links for "Forgot my NSF ID" and "Change / Reset my password". The "Organization credentials" section has a "Pick your organization:" dropdown menu and a "Log In" button. Below the dropdown is a note: "If you don't see your organization listed - Learn more / Register for InCommon". At the bottom left, there are "Log In" and "Cancel" buttons.

Using the *Organization credentials* works as well, but will take you to the *My Desktop* view. Logging in takes you directly to the *Notifications & Requests* 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 and Requests.



A list of many UW Madison submissions will be listed. Not all records show up on this list. Use the search option found at the bottom of the screen if you cannot find the needed record.

Award Number	Award Date	Prepared by	Notification / Request Type	Status	Last Action Date	Actions
1251101	08/01/2013	Niedenthal, Paula	Grantee-Approved No-Cost Extension	Forwarded to AOR	07/15/2016	<a href="#">Edit</a>   <a href="#">Submit</a>   <a href="#">Delete</a>
1056327	08/01/2011	Zlatos, Andrej	PI/PD or co-PI/co-PD Transfer from One Organization to Another	Forwarded to AOR	07/15/2016	<a href="#">Go to FastLane</a>
1412449	09/01/2014	Fleischmann, Ronald	PI/PD or co-PI/co-PD Transfer from One Organization to Another	Forwarded to AOR	06/09/2016	<a href="#">Go to FastLane</a>
1600641	08/01/2016	Zlatos, Andrej	PI/PD or co-PI/co-PD Transfer from One Organization to Another	Forwarded to AOR	06/07/2016	<a href="#">Go to FastLane</a>
1056327	08/01/2011	Zlatos, Andrej	Change in Person-Months Devoted to the Project	Forwarded to AOR	05/12/2016	<a href="#">Edit</a>   <a href="#">Submit</a>   <a href="#">Delete</a>

Enter either last name of PI or NSF award number. The NSF award number is the reference ID found in WISDM

**Search All Notifications & Requests**

Search to locate both in progress and previous notifications & requests.

Award Number:  PI Last Name:

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

[Add to My Projects](#)

Fund-Project:	144-AAA1133	Project Description:	NSF DEB 2014
UW Project Type:	Research	Project PI:	<a href="#">Lindroth, Richard L.</a>
Project Budget:	\$150,000.00	Project Co-PI:	<a href="#">Keefover-Ring, Kenneth M.</a> ; <a href="#">Kruger, Eric L.</a>
Project Dates:	7/1/2015 - 6/30/2018	Project Status:	Open
F&A Base (Rate):	MTDC (53%)	Project Department:	073600: ENTOMOLOGY*ENTOMOLOGY

Award ID:	<a href="#">MSN178444</a>	Award Sponsor:	NATIONAL SCIENCE FOUNDATION
Reference Nbr:	1456592	Flow-through Sponsor:	0
Award Amount:	<del>\$155,965.00</del>	Award Type:	Grant
CFDA:	47.074	Award Solicitation RFP:	NA
FDP?	Yes	Cost Share?	No

If no record is found, then the PI has not created the notification or request.

If the record is found, click on *Edit* under the Actions column to view and edit if needed. If PI also included a NCE letter with the WISPER record, make sure the letter and Research.gov information matches.

**IMPORTANT** - If the changes were made by a CALS Business Services accountant, **Save ONLY**. Saving and Submitting (because of our roles in NSF) will bypass Research and Sponsored Programs in the review and approval process.



If the changes were made by a PI or Co-PI then record can be saved and submitted to NSF

Updated 7/21/2016

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