

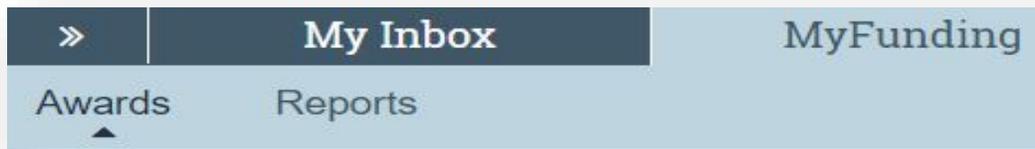
Overview: A 'No-Cost Extension' (NCE) amendment/modification should be requested to extend the end date of a project without adding additional funds to the project.

Examples:

1. To extend the end date of a project to complete data analysis and prepare for publication.

Where to Start

1. Log-in to MyFunding and search for the award in the Awards tab:



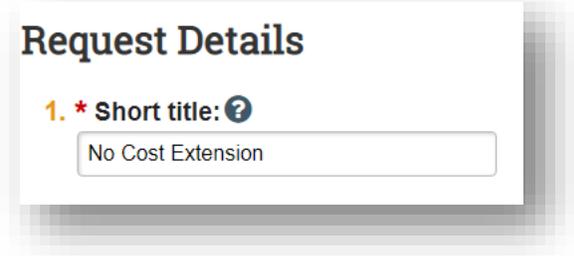
2. Search for the award in the search box and click on the 'Name' of the award:



3. Once in the award workspace click on 'Request Award Modification':



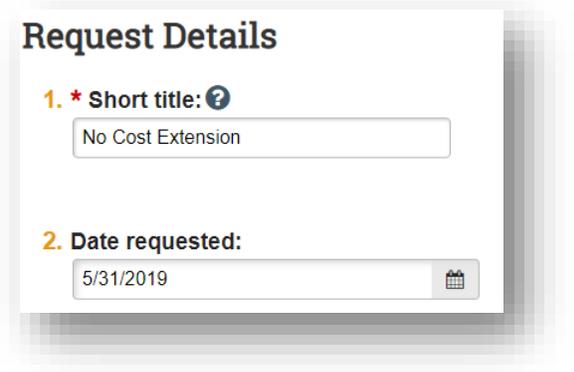
4. On the 'Request Details' page enter the following information:
 - a. Enter a 'Short title' that includes 'No Cost Extension':



Request Details

1. * Short title: ?

- b. Enter the 'Date' of the amendment/modification request:



Request Details

1. * Short title: ?

2. Date requested:

c. Select 'No Cost Extension' as the 'Modification Type':

The screenshot shows a 'Request Details' form with three main sections:

- 1. * Short title:** A text input field containing 'No Cost Extension'.
- 2. Date requested:** A date picker field showing '5/31/2019'.
- 3. Select Modification Type:** A list of radio button options. The 'No Cost Extension' option is selected and highlighted with a red arrow. Other options include: Revision | Supplement, Re-budget, Carryover, NGA Revised, Budget Allocation Correction, Early Termination, Sponsor Change, Personnel Change, Other Changes (T&C, Compliance Update, etc.), and Demographic Changes Only. A 'Clear' link is located below the list.

Enter the following extension related information:

- d. A description of 'What work will be completed during the extension period'
- e. 'Extension Type'
 - i. A Pitt-approved no-cost extension is one in which sponsor approval is not required. A Sponsor-approved extension should be selected when the funding organization is required to approve the request.
- f. 'Choose the Number of the Request'

Department - Creating an Amendment/Modification Request: No Cost Extension

What work will be completed during the extension period?
(Please include the current end date, proposed end date, and direct costs remaining):

To complete data analysis.
Current end date 6/30/2019, proposed end date 6/30/2020, and direct costs
\$20,000

Choose Extension Type:

- Pitt-approved
 - Sponsor-approved
- [Clear](#)

Choose the number of the request

- 1st
 - 2nd
 - Other
- [Clear](#)

g. Add additional comments, if necessary, in the 'Comments' box:

4. Comments:

h. Click 'Finish' in the bottom right-hand corner:

4. Comments:

5. Supporting Documents:

[+ Add](#)

There are no items to display

[← Back](#)

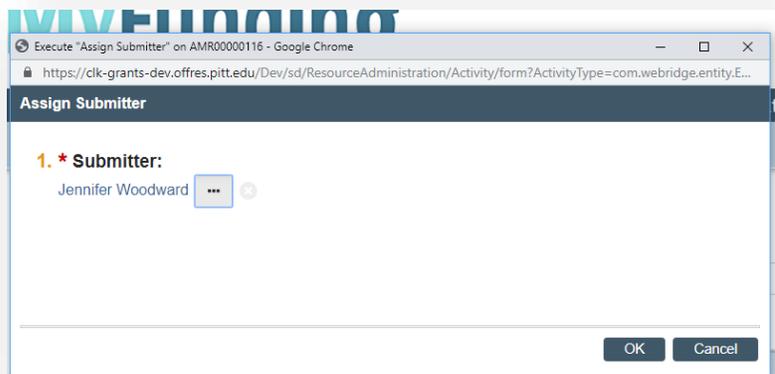
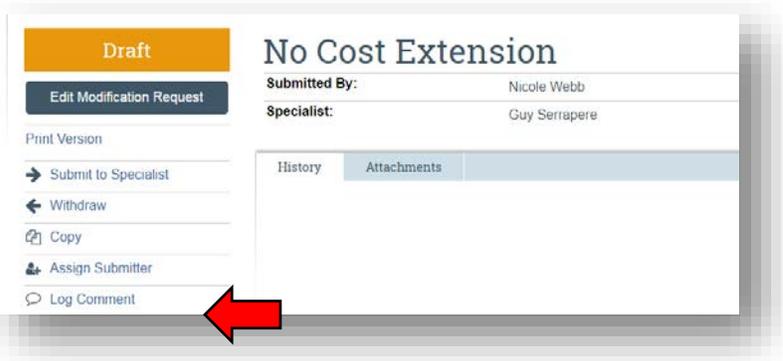
[Save](#)

[Print](#)

[Finish](#)



5. Click 'Assign Submitter'. Assign the submitter as **your Dean's area reviewer** and select 'OK':



What do I attach?

1. Any documents requiring a signature by the Office of Research (OR)
2. Any other school-specific required documents
3. NOA/sponsor document noting change (eRA Commons email notification)
4. Compliance approvals (if applicable)

Where do I attach the documents?

Documents should be attached in the award workspace using the 'Upload Award Documents' activity:

