**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:

<b>»</b>	My Inbox	MyFunding
Awards	Reports	

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

All Awards Active Aw	uds Diali Aw	ards Awards in Review	SUDawap	15				
Filter ID	• AWD00000	005 <b>Go</b>	+ Add Filtor ×	Clear All				
ID Name		SmartForm State PI First Name	PI Last Name	Department	Sponsor	Reviewer Award Approver	- Date Modified	Direct Sponsor Award
AWD00000005 Smoke 3/8/19	lest NM 3 Patch	ctive Eric	Larson	Office of Research	National Institutes of Health	Merz	5/23/2019 12 15 PM	7894456212
1 items		1		e page 1	of 1 🗦			25 / page

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

ext Steps	PD/PI:	Eric Larson	Award Date:	3/8/2019
Edit Award	Designated Reviewer:		Start Date:	6/1/2019
Constantination	Award Approver:	Natalie Merz	End Date:	5/31/2022
Printer Version	Approving Dept./Center/Institute:	Office of Research 10050	Award Type:	Award
Create Award Modification	School:	SVC Research	Sponsor Award #	7894456212
Create Subaward	Department Administrator:	Natalio Morz	Award Structure:	Standard
	Direct Sponsor:	National institutes of Health	Specialist:	Christine McClure
Request Award Modification	e.			
Request Subaccount	Current Total Project Period Commitment:	\$22,600	2223	year 1 year 2
Award Documents	Current Total Award Amount To Date:	\$22,600	SPA Account #	Year 1 - subaccount - Ranieri test
Team Disclosure Status				ice.
Terms And Conditions	Awarded Funding Proposals:			

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



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

<b>Request Details</b>	
1. * Short title: 🚱	- 8
No Cost Extension	
	- 8
2. Date requested:	- 8
5/31/2019	<b>#</b>
	_

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



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

Current end da \$20,000	ta analysis. te 6/30/2019, propos	ed end date 6/30/20	020, and direct cost	s	
hoose Exte	nsion Type:				
Pitt-approve	d				
O Sponsor-app	proved				
Clear					
hoose the r	umber of the red	quest			
1st					
O 2nd					
O Other					

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



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:

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



# What's Next?

 The Dean's area reviewer will review the amendment/modification request and if acceptable, will use the 'Submit to Specialist' activity in the amendment/modification workspace to send the amendment/modification request to the Office of Research (OR).

	Testing In l	xoc		AMR00000413 Modification Reque
Edit Modification Deguest	Submitted By:	Natalle Merz	Request Date:	4/5/20
Cut modification request	Specialist:	Zachary Byrnes	Award:	AWD00000005 (AWD0000000
Print Version		2.2		
➔ Submit to Specialist	Listory Attachments			
← Withdraw			1.00	
62 Copy	Activity		uttor	Activity Date
Assign Specialist	Submitter Assigned	h	loGkire, Christine Lynn	4/5/2019 11:47 AM
O Log Comment				

2. If accepted by the OR, the amendment/modification request will be "Approved", and the OR will create the amendment/modification for the award and send the required documents to Sponsored Programs Accounting (SPA) to have the SPA account updated.