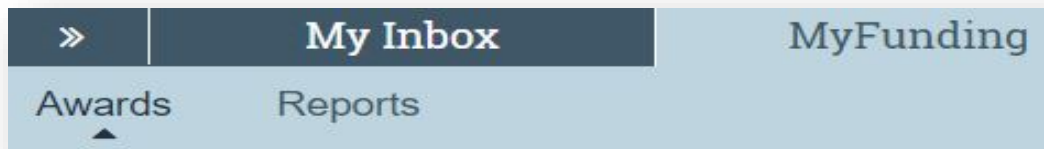**Overview:** A 'No-Cost Extension' (NCE) amendment/modification should be requested to extend the end date of a project without adding additional funds to the project.

Examples:

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

Where to Start

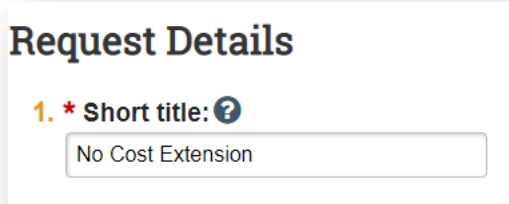1. Log-in to MyFunding and search for the award in the Awards tab:

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

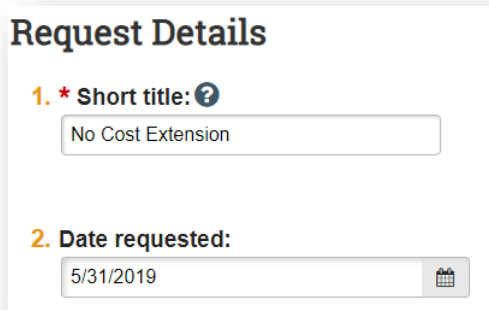3. Once in the award workspace click on 'Request Award Modification':

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: ❓

   No Cost Extension

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

Request Details

1. * Short title: ❓

   No Cost Extension

2. Date requested:

   5/31/2019 📅

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

Request Details

1. * Short title: ❓

   No Cost Extension

2. **Date requested:**

   5/31/2019 📅

3. **Select Modification Type:** ❓
   - ○ Revision | Supplement
   - ● No Cost Extension ⬅
   - ○ Re-budget
   - ○ Carryover
   - ○ NGA Revised
   - ○ Budget Allocation Correction
   - ○ Early Termination
   - ○ Sponsor Change
   - ○ Personnel Change
   - ○ Other Changes (T&C, Compliance Update, etc.)
   - ○ Demographic Changes Only
   - Clear

Enter the following extension related information:

   d. A description of 'What work will be completed during the extension period'
   e. 'Extension Type'
   f. 'Choose the Number of the Request'

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
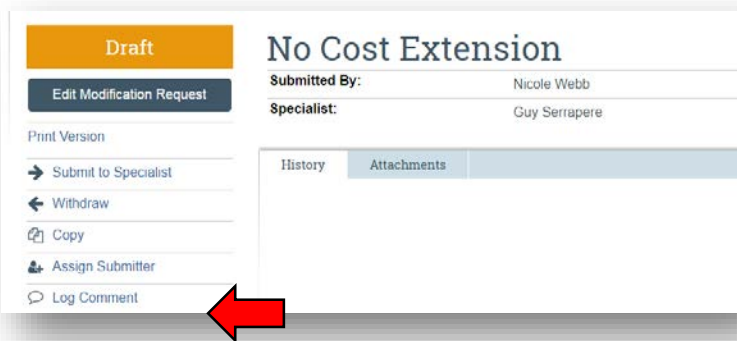- ● 1st
- ○ 2nd
- ○ Other
- Clear

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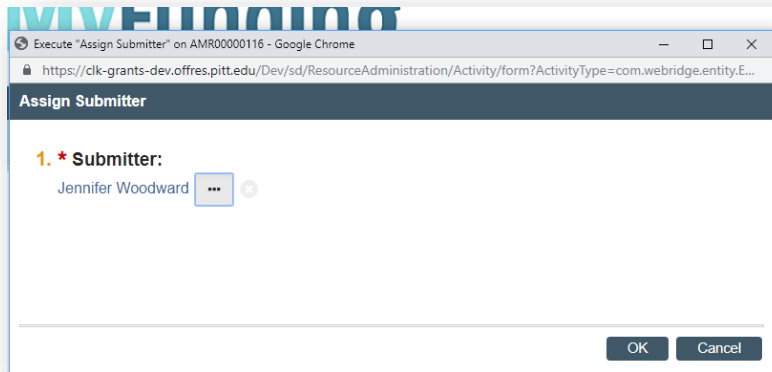

h. Click 'Finish' in the bottom right-hand corner:

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)
5. For PHS Agency NCEs that require prior approval, a signed PI assurance statement that complies with NIH NOT-OD-06-054

Where do I attach the documents?

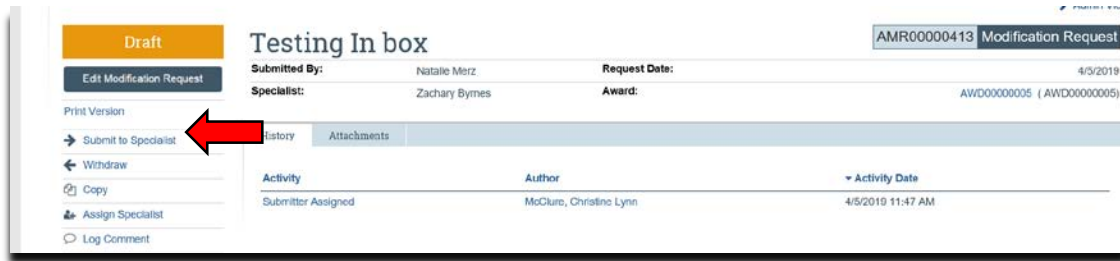Documents should be attached in the award workspace using the 'Upload Award Documents' activity:
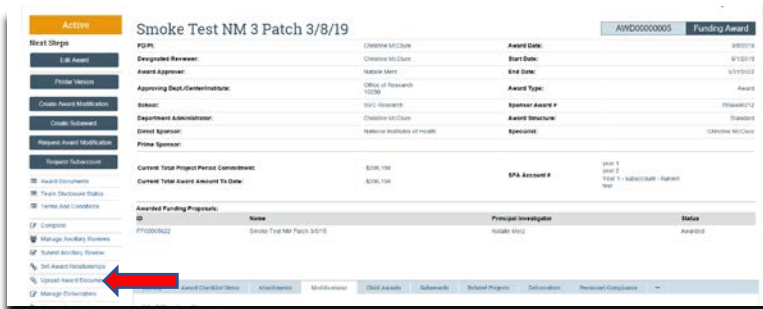
What's Next?

1. 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).

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.