

No Cost Extension in Research.gov

The National Science Foundation (NSF) requires that notification of extensions be submitted via Research.gov. The PI or department administrator should initiate the notification procedure through Research.gov. Once the submit button is clicked, OSP is alerted that a notification is waiting to be processed. Once the request has been processed, OSP will forward the notification to NSF via Research.gov. The agency must be informed about the extension at least 45 days prior to the original expiration date of the award. To allow time for processing, all requests must be received in OSP 10 days prior to the sponsor deadline.

Users will need to login to research.gov at the following address: <http://www.research.gov/>

You will need to know your NSF ID and password. If you have misplaced or forgotten this information, contact Franca Cirelli Hunter at franca@uri.edu for assistance.

After logging in, you will need to click on the “Notifications & Requests” under the awards and reporting. The screen should look like this:



After clicking there, you will need to click on the “Prepare New” request button.



Once you have clicked on the Prepare New button, it will bring up a list of options as to what type of request the user wishes to make. In this case, the user should select “No-Cost Extension” as seen below:

Prepare New

Step 1: Select type of change

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significant Changes
- Changes in PI/PD, co-PI/co-PD or Person-Months Devoted to the Project at the Initiation of the Grantee Organization
- Other

Step 2: Select notification / request

*The "Other Request" option must only be used to submit requests for prior approval specified in PAPPG Chapter X.A.3. that do not already have a specific request type. In addition, it may be used at the direction of NSF or when specified in the applicable terms and conditions. Any request submitted that does not meet these criteria will be rejected.

Select Type of Change First

Once you have selected this option, then you will need to enter the award number of the grant you are wanted to extend. This is the NSF award number and not the URI Project number, and it should be 7 digits long. Once it has been entered then the system will let you know what type of extension it is. If it is for a Grantee NCE, the screen should look like this:

Prepare New Notification / Request

NSF-Approved No-Cost Extension

[Back to Prepare New Notification / Request](#) [Policy Guidance](#)

Award Number:	<input type="text"/>	Award Title:	<input type="text"/>
End Date:	08/31/2023	Award Amount:	<input type="text"/>
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:**

You would just need to enter the revised end date (up to 1 year from the current end date) and the justification for the NCE.

If you are seeking an NSF approved NCE, then the screen should look like this:

Prepare New Notification / Request

NSF-Approved No-Cost Extension

[← Back to Prepare New Notification / Request](#)

[Policy Guidance](#)

Award Number: Award Title:
End Date: 07/31/2016
Status: New Award Amount:

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)

Save

Save & Submit to NSF

Cancel

The user will need to enter the new revised end date, the amount of remaining funds in the grant, the justification for the NSF approved NCE, and the plan for the use of the unobligated funds. Once this is completed you will need to click on the "Save & Submit" button. This will send the request to OSP for approval. If you have any questions on this process, please contact OSP.