THE UNIVERSITY OF RHODE ISLAND
DIVISION OF RESEARCH AND ECONOMIC DEVELOPMENT

NSF NO-COST EXTENSION GUIDANCE
June 2024

OFFICE OF
SPONSORED PROJECTS

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 must submit an internal No-Cost Extension Form and initiate the notification procedure through Research.gov. OSP will submit the NCE to NSF once the No-Cost Extension Form is completed and the Research.gov notification is forwarded to the OSP Pre-Award Team. NSF 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 Kate Hayden at khayden@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:
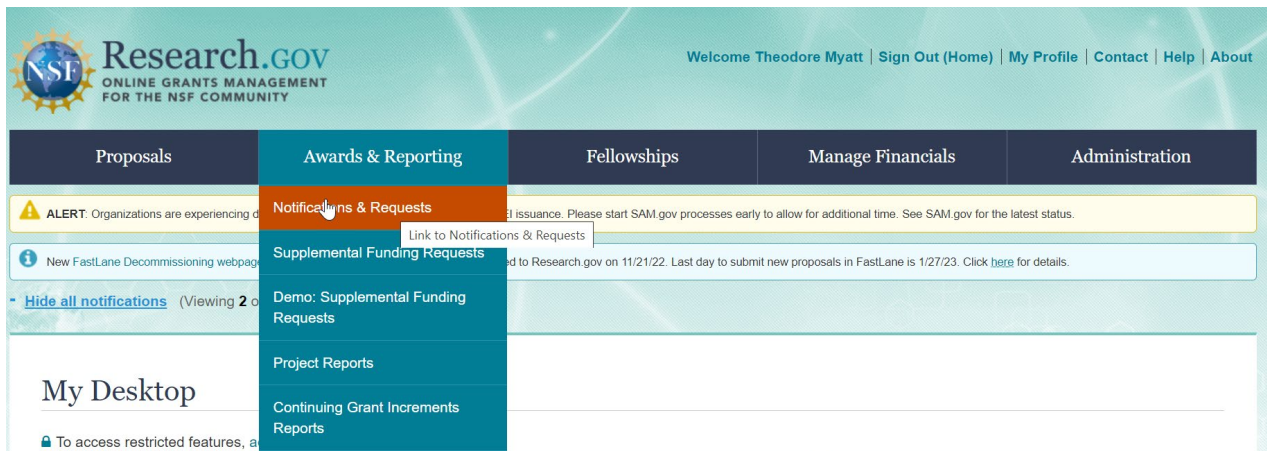
After clicking there, you will need to click on the "Prepare New" request button.
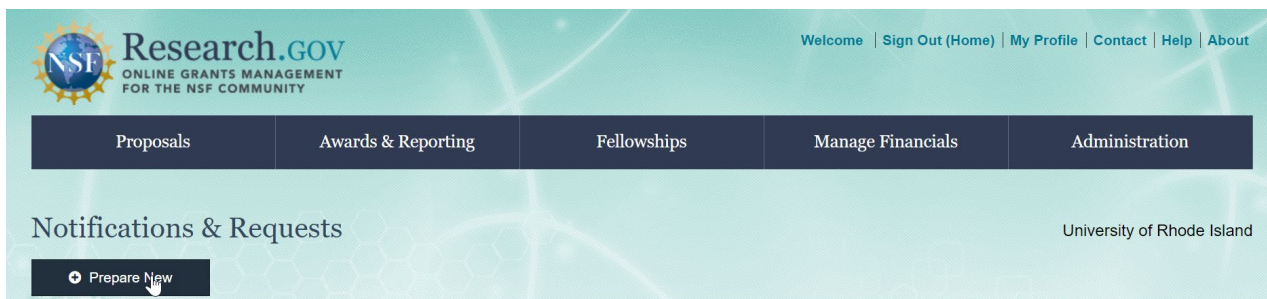
Once you have clicked on the Prepare New button, it will bring up a list of options as to what type of request the user wishes to make. In this case, the user should select "No-Cost Extension" as seen below:

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:

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   ❶ Policy Guidance

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

❶ 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:

[text area]

Characters remaining: **1200** (out of 1200 max)

*Plan for use of unobligated funds:

[text area]

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.