

NASA No Cost Extension Instructions

Via www.NSSC.NASA.gov

NASA No Cost Extensions may be requested by the PI directly no sooner than 30 days prior to the expiration of the project.

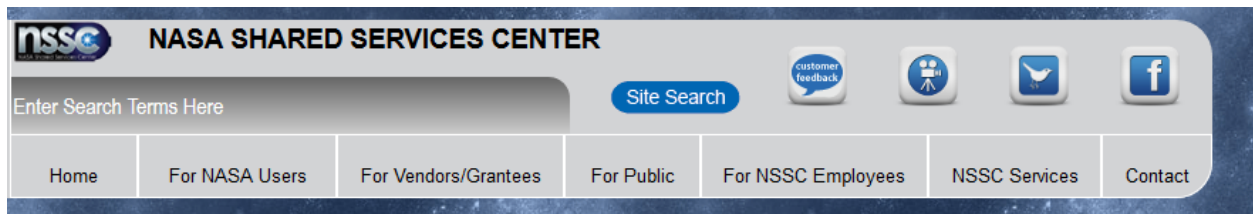
*By adding a No Cost Extension to the project the PI will be responsible for an additional Annual Report to be filed according to the sponsors reporting requirements.

-PI should contact OPAM and the Grant Accountant of their intention to request the No Cost Extension

-Include in your Justification for the extension the reason why the project will not be completed in the awarded time frame, how you plan to use the remaining funds on the grant and how the extension would benefit the project and completing the scope of work.

- PI will then go to www.NSSC.NASA.gov to access their Shared Services Center

Step 1: Go to NSSC Services



Step 2: Select “Grants / Cooperative Agreements” in the Procurement Services.

The screenshot displays a web interface titled "NSSC SERVICES" with a dark header. Below the header, there are three columns of service links. The left column contains "Financial Management Services" and "Procurement Services". The right column contains "Human Resources Services".

Financial Management Services	Human Resources Services
<ul style="list-style-type: none">Accounts PayableAccounts ReceivableChange of StationDomestic TravelExtended TravelFund Balance with TreasuryTraining ReimbursementTravel CardTravel HomeVendor Payment Information	<ul style="list-style-type: none">Employee Recognition & AwardsBenefits HomeClassification AppealsClassification ServicesDrug TestingEmployee NoticeseOPFExternal TrainingFederal Employees' Workers' Compensation ProgramFinancial DisclosuresHR SurveysIn ProcessingInformation MaterialsInternal TrainingLeave ProgramsOnline TrainingPayrollPersonnel Actions ProcessingRetirement Application ProcessingSESSuitability Adjudication for Civil Servant
<ul style="list-style-type: none">Simplified Acquisitions1102 Training ProgramAgency ContractsELMTGrants / Cooperative AgreementsPurchase Card ProgramSBIR/STTRSmall Business Program Office	

Step 3: Select “Request a No Cost Extension from the left hand column for “Grants”

Grants
NASA Grant Management Recipient Training
Choice of Award Instrument
Forms
Grants Status Search
Guidance of NASA Insignia Use
NASA Grant Regulation and Guidance
Payment Management System (PMS)
Procurement References
Progress Reports
Quarterly Financial Reports
Request a No Cost Extension
Required Documentation for Award Packages
Single-source Proposals
Unsolicited Proposals
Vendors & Grantees

Step 4: Complete the required information and then “Submit to NSSC”

Grant/Cooperative Agreement No-Cost Extension Request

All fields are required unless otherwise stated.

Never include sensitive or personal information like your Social Security number, as e-mail isn't necessarily secure. Use postal mail for sensitive or personal information.

Need to submit the current progress report to be able to request no-cost extension

I certify the attached is the current progress report for this award and this request is within the last 30 days of the period of performance.

The recipient may make a one-time no-cost extension, not to exceed 12 months, prior to the established expiration date. Written notification of such an extension, with the supporting reasons and the progress report, must be received by the NASA Grant Officer at least ten days but no sooner than 30 days prior to the last day of the period of performance. Failure to submit the necessary documentation and progress report may result in non-acceptance of the request or other enforcement actions as provided in 2 CFR 200.338

Requestor Information

Grant Number

First Name

Last Name

Title

Email

Phone

Extension Information

Type of Extension

- 1st No-Cost Extension
 2nd No-Cost Extension
 3rd No-Cost Extension

New Proposed End Date

Extension Reason

- To assure adequate completion of the original scope of work within the funds already made available.
[Per 1260.23 Grant & Cooperative Agreement Handbook] or Per 2 CFR 200.308(d)(2)
 Other If 'Other', please explain"

Please limit reason for extension to 1000 characters.

Attachments Cannot Exceed 5 MegaBytes Each. DO NOT UPLOAD AN ATTACHMENT UNLESS YOU ARE READY TO SUBMIT TO NSSC.

Attachment:

No file selected.

Attachment No.2:

No file selected.

Step 5: NASA will issue an amendment to the OPAM office and they will process the extension through to the Controller's office.