

NSF No Cost Extension Request

Via www.Research.gov

*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.

Step 1: Click on Notifications and Requests



Step 2: Log in using your NSF ID and Password

NSF ID

XXXXXXXXXX [Forgot? / Look Up NSF ID](#)

Password

..... [Forgot Password](#)

Sign In

New to NSF?
[Register](#)

Step 3: Click Prepare New

Notifications & Requests

Prepare New

Items Needing Action

Award Number	Award Date	Prepared by	Ne
1561572	09/01/2016	Normanly, Jennifer	Gi
1442278	09/15/2014	Fillio, John	PL Ar

Step 4: Select No Cost Extension in Step 1 and Step 2 as shown below and click "GO"

Prepare New Notification / Request

[← Back to Notifications & Requests](#)

Prepare New

Step 1: Select type of change

- All
- Budget Activities
- No-Cost Extensions
- Changes in Objectives, Scope, or Methodology and other Significa
- Changes in PI/PD, co-PI/co-PD or Person-Months Devoted to the F
- Other

Step 2: Select notification / request

*The "Other Request" option must only be used to submit prior approvals requests c
this criteria will be rejected.

No-Cost Extension

Go

Step 5: Enter the NSF Award ID that you would like to request the extension on and click "Prepare New"

Step 3: Enter award number and click 'Prepare New'.

Award Number:

Prepare New

Step 6: Complete the required information.

- Provide the new end date you wish to extend the project out to - **it is recommended that you choose 1 Year as the University has the ability to approve 1 extension without sponsor approval. Should a 2nd extension be required a request would need to be made 45 days prior to the end of the project and the sponsor need to approve the request.**

-Include in your Justification for the extension your 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.

-Once the forms have been filled out and complete you will "Save and Forward to AOR" This will alert OPAM that the request is pending in the Reserach.gov System and they will take appropriate action to review and submit to NSF.

i Reminder: This one time extension may not be exercised merely for the purpose of using the unliquidated balances.

***Required**

***Revised End Date:** (Always expires on the last day of the month)

***Justification for Grantee-Approved No-Cost Extension:**

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