

## **STScI - Space Telescope Science Institute – No Cost Extension**

When requesting a no cost extension through STScI, you are required to submit the request via the sponsor portal. You will log into the portal here:

<https://ssoportal.stsci.edu/idp/profile/SAML2/Redirect/SSO?execution=e3s1>

Once logged in, you will use the left hand menu to select “Report List”. Here you will be able to enter your information and select the Document Type: “No Cost Extension Request”.

Please complete all information on the form and click submit. The email will be directed to [OPAM@umass.edu](mailto:OPAM@umass.edu) where it will be received by a Fiscal Administrator to review and submit on your behalf.

Once this is complete, you will receive a notification on the extension approval.

**Please note: no cost extensions for the sole purpose of spending down residual funds are not allowed.**