

Award Modifications: No Cost Extension(s)

A No Cost Extension (NCE) is an extension of time to a project period and/or budget period to complete the Scope of Work. An NCE does not provide additional funds for completing the project. An Award (AWD) Modification must be submitted in UFIRST to process this change to the project period. The terms and conditions of the AWD will determine whether this Modification may be approved by UF internally or if it must be formally submitted as a request for approval to the Sponsor. Additional Resources and a template NCE letter are provided at the end of this Instruction Guide.

Special Notes & Considerations:

- A. It is important to review the related AWD record to determine if the NCE request is the first such request or second or subsequent request. The second or subsequent NCE request will generally require Sponsor approval, even if the first NCE was approved internally by UF.
- B. All NCE requests, regardless of the approval type required, must include in the UFIRST record:
 - a. Justification. All NCE requests must be justified. They should not be requested for federal awards only to spend down unexpended funds.
 - b. Time. A specific amount of time for extension should be requested and a new end date should be provided.
- C. Additional items may be required for Sponsor approval such as:
 - a. Deadline. Many NCE requests must be received by a particular deadline (*i.e.* NCE request for approval must be submitted at least 10 days prior to the current expiration date for the award).
 - b. Specific form or specific mechanism for submission of the request. A letter signed by a UF authorized official and the PI may suffice for some Sponsors. (See template at end of this Instruction Guide.) However, several federal Sponsors require routing of NCE requests in their online submission system (*i.e.* Commons, Research.gov, NASA NSSC). For Sponsors with their own online submission the standard NCE letter is not required, as our submission through the system is considered the Authorized Official stamp of approval. Copy and paste the verbiage provided by the Department into the applicable online site.
 - c. Budget. If a budget or balance information is included with the NCE request, the information must be confirmed by Contracts & Grants Accounting (C&G) prior to submitting the document for signature or sending it to the Sponsor for consideration.

To Create a New AWD Modification for a No Cost Extension:

1. **Review** the AWD record and the original document that contains the terms and conditions for the award to determine whether UF may approve the request internally or if it requires Sponsor approval. For some federal Sponsors and agreement types, you may need to consult the Prior Approval matrix if the original document does not contain specific terms and conditions (see Additional Resources). If the

Sponsor must approve the NCE request, note any specific requirements (deadline, format or submission method, specific information required to be submitted with the request, etc.).

2. From the AWD workspace, **click** “Create Award Modification” and then **click** “Ok” in the window that pops up.
3. **Click** on the “Modifications” tab from the AWD workspace. Your new Modification may take several minutes to create. You will see red text “Modification creation in progress...”. You must refresh the webpage from your browser to see the new AWD Modification record.
4. Once the new Modification record appears in the list, **click** on “SmartForm”. A drop down menu appears. **Click** on “1.0 Award Modification” to navigate to the first page of the SmartForm.

Summary	Project Details	Modifications	Terms	IRB/IACUC	Compliance	FCOI
Modifications:						
Name	ID	SmartForm	Mod Type	Mod Type Detail	Net Released	Budget Change
Evaluating Recreational Fishing Management Strategies for Red Snapper - Modification #4	AWD03657_MOD0004	SmartForm			In Progress	
		<div style="border: 1px solid black; padding: 5px;"> 1.0 Award Modification 12.0 Completed Award Modification </div>				

5. On page 1.0, under field 2.0 “Select Modification Type”, **mark the box** for “Dates”. Additional fields will open on the page. **Mark the box** for “Date Extension”.
6. On page 1.0, under field 3.0 enter the Award ID for the modification, and under fields 4.0 and 5.0 attach related modification documents. The official document or letter requesting the NCE (that will be signed by DSP) should be placed under field 4.0. If the modification will be submitted via Research.gov or eRA Commons, you can leave this blank. Any supporting information (such as an email history) should be placed under field 5.0.
7. On page 1.0, under field 6.0, **enter text** under “Brief Description”. **Click** “Save” at the bottom of the page and then **click** “Continue” to advance.

6.0 * **Brief Description**

Request for NCE.

8. On page 4.0, field 2.0 "Modified Overall Award End Date", **enter** the new, requested end date for the award.

4.0 Date Modification

	Award ID: AWD03657 Award Name: Evaluating Recreational Fishing Management Strategies for Red Snapper
1.0	<p>Current Overall Award Start Date: 1/1/2018</p> <p>Modified Overall Award Start Date: <input type="text"/> </p>
2.0	<p>Current Overall Award End Date: 12/31/2019</p> <p>Modified Overall Award End Date: <input type="text"/> </p>

9. In field 3.0, move your mouse over the gray pencil icon to the far right and **click** on the box when it turns black. This will open a text box so that the "Modified End Date" may be updated. **Repeat** this process for each impacted project.

3.0

To change a project end date, enter a new date in the "Modified End Date" column:

New Projects:

Project ID	Name	Start Date	Current End Date	Modified End Date
There are no items to display				

Existing Projects:

Project ID	Name	Start Date	Current End Date	Modified End Date
P0072323	Evaluating Recreational Fishing Management Strategies for Red Snapper	1/1/2018	12/31/2019	12/31/2019

After clicking the icon you will see this:

Existing Projects:				
Project ID	Name	Start Date	Current End Date	Modified End Date
P0072323	Evaluating Recreational Fishing Management Strategies for Red Snapper	1/1/2018	12/31/2019	12/31/2019 

10. In field 4.0, **click** the radio button for “Yes”. A text box will appear. Enter a detailed programmatic justification for requesting the NCE. If this request will be submitted via eRA Commons or Research.gov, this will be the justification submitted to the Sponsor. Please be certain it is appropriate and programmatic. **Click** “Continue” to advance.

4.0

Is this a no Cost Extension:
 Yes No [Clear](#)

Provide a programmatic justification:

11. On page 8.8, Effort Commitments, all personnel who are not explicitly referenced in the reduction request must be extended at their current commitment levels. If you wish to change the commitment for any key person, this must be included in your request on page 4.0 or your request letter. For more information, review the UF Effort Commitment Procedures & Directives and the UF Commitment Entry Guidance for no-cost extensions (see Additional Resources).

To extend the effort commitments for all key people into the No Cost Extension period, use the “Add” option in “New Effort Commitments”. Enter the first date after the current budget period as the start date and the requested NCE end date as the end date. Enter the current commitment period, or if you have justified any change in that commitment, enter the newly justified commitment. Use the “Effort Commitments Notes” field to provide any communication regarding changes. Once complete, **click** “Ok” and then **click** “Continue” to advance.

Edit Existing Commitment Data										
Name ▲▼	Start ▲▼	End	Appt	FTE	Cost Share Months	Cost Share(%)	Sal Request Months	Sal Request (%)	Total Effort Months	Project
April Ludgate	3/1/2016	2/28/2018	12 Month	0.5	0	0.00 %	2.00	8.33%	2	P0031805 ▼
Andrew Dwyer	3/1/2016	2/28/2018	12 Month	1	0	0.00 %	0.96	4.00%	0.96	P0031805 ▼

Effort Commitment Notes:
The effort was proposed in months, therefore only the time frame is being extended with no additional person months being added.

12. On page 11.0, Subaward Modifications, you may indicate which—if any—Subawards should have draft Modifications created to extend their project period along with the main award. Not all Subawards will require a modification to extend their date. If there is an active Modification taking place on the Subaward it will be not selectable on this page. If you still wish to extend these subawards, once this modification is complete, go to that subaward and send an email to DSP requesting the extension. **Click** “Continue” to advance.

11.0 Subaward Modifications

Award ID: AWD00002
Award Name: 2016 APHIS Mitigation of Invasive Pests Using Biological Control in Open Fields

1.0 Select the Subawards associated with this award from which to automatically create modification drafts:

- Subaward 1 (AWD00559)
- Subaward 3 (AWD00559)
- Subaward 2 (AWD00559) (Active Subaward Modification: SUB00000288)

13. On page 12.0, Completed Award Modification, **enter** the Effective Date of Award Modification in the date entry box. This date should be the date the modification was fully signed or the effective date stated in the official modification document. **Click** “Finish” to return to the AWD workspace.

14. **Click** “Submit for Review” from the AWD workspace to route the modification to DSP for review and approval.

Additional Resources and References:

- Federal Wide Research Terms & Conditions: [Prior Approval Matrix](#)
- [UF Commitment Entry Guidelines](#)
- [UF Effort Procedures & Directives](#)
- [UF Person Month Conversion Worksheet](#)

- [UF No Cost Extension Requests](#)
- Appendix to this Instruction Guide (next page): Template NCE Request Letter

Appendix: Template NCE Request Letter

Place the below template on Department letterhead and replace all the red text placeholders with appropriate information obtained from the AWD Modification and AWD record. Blue text indicates instructions and should be deleted in the final version of the letter. Request signature from a DSP authorized official prior to sending to the Sponsor.

[Date]

[Sponsor/Contact Name & Address]

Re: No Cost Extension Request for [Identifying Number or Title of Project]

Sponsor Name: [Sponsor]

Principal Investigator (PI): Dr. [PI name]

Dear [Sponsor Contact],

We would like to extend this project until [requested end date]. [Provide a clear justification statement, summary of progress to date, estimate of funds remaining and if we haven't received the funds a confirmation that we will continue to invoice the sponsor for remaining funds, and timetable for completion.]

[If effort is being reduced for any key person from what was originally budgeted, indicate the new commitment during the extension period and the reason for the reduction.]

Should you have any questions or concerns regarding this request, please contact the Division of Sponsored Programs at ufawards@ufl.edu or the PI at [email]. If you approve of the no cost extension request, please sign below and return a PDF copy of the document to the Division of Sponsored Programs by email.

Sincerely,

Lisa Stroud
Assistant Director, Division of Sponsored Programs

Agency Representative Signature