No Cost Extension in Research.gov

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 an NSF account manager in SPS at spnsfhhs@purdue.edu

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 which is located here.

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:

Prepare New

Step 1: Select type of change

- ○ All
- ○ Budget Activities
- ● No-Cost Extensions
- ○ Changes in Objectives, Scope, or Methodology and other Significant Changes
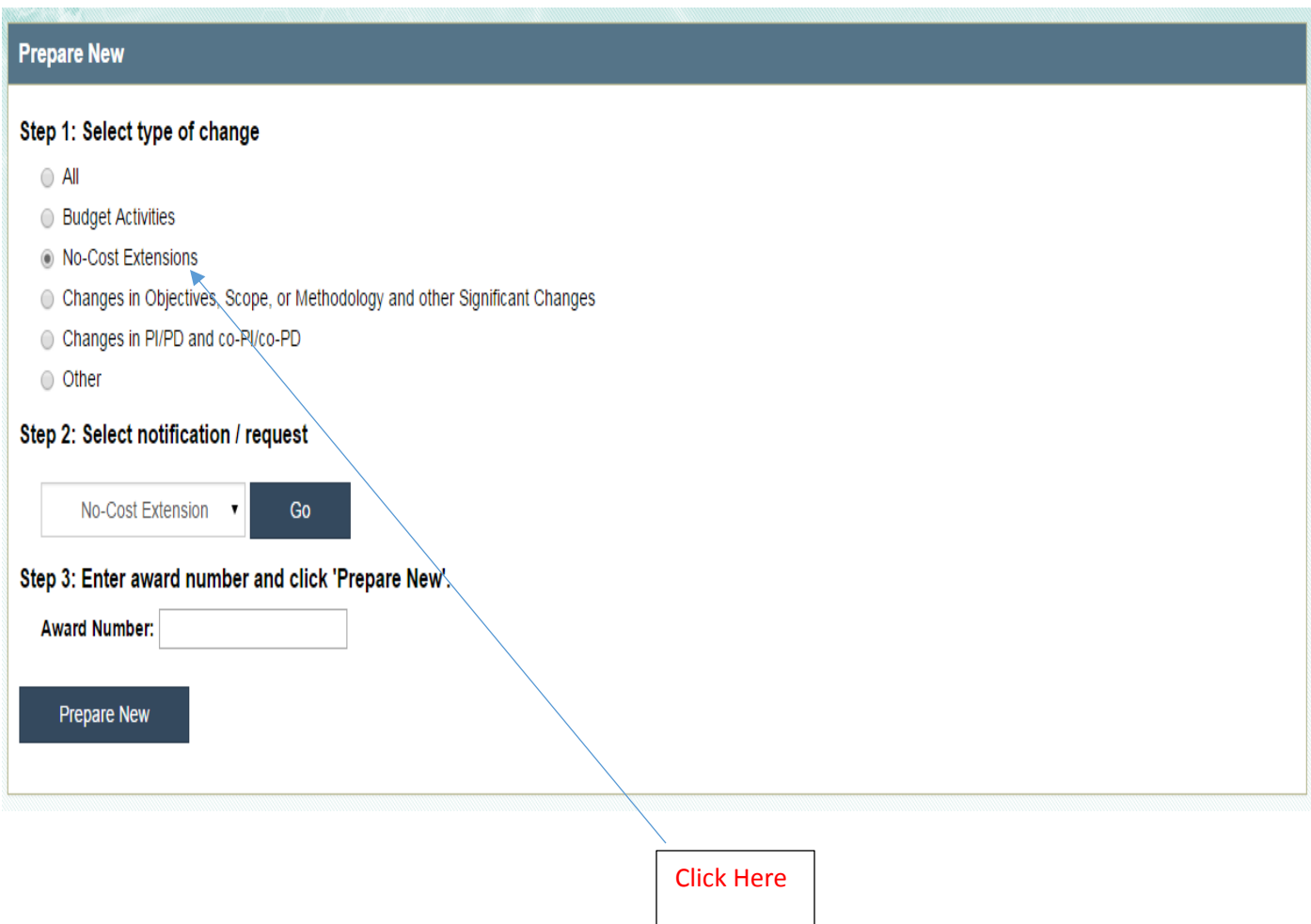- ○ Changes in PI/PD and co-PI/co-PD
- ○ Other

Step 2: Select notification / request

[No-Cost Extension ▾] [Go]

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

Award Number: [_____]

[Prepare New]

Click Here

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 Purdue grant 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:

Prepare New Notification / Request

Grantee-Approved No-Cost Extension

‹ Back to Prepare New Notification / Request   ❶ Policy Guidance

Award Number:	1153689	Award Title:	Facility Support: Accelerator Mass Spectrometry at PRIME Lab
End Date:	05/31/2016		
Status:	New		

❶ 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)

[Save] [Save & Submit to NSF] [Cancel]

By electronically signing and submitting this notification/request, the awardee is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if the notification/request is granted. Willful provision of false information in this notification/request and its supporting documents or in reports required under an ensuing

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:	1117065	**Award Title:**	TC: Small: Least Privilege Enforcement through Secure Memory
End Date:	07/31/2016		Views
Status:	New	**Award Amount:**	$499,902

> 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:

[   ]

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

*Plan for use of unobligated funds:

[   ]

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 SPS Post-award for approval.

Before Post-Award can submit the request to NSF, they will require all necessary internal approvals which would include the business office and department head. This can be done either by the prior approval form found at the following location:

http://www.purdue.edu/business/sps/postaward/bs/priorapproval.html

Or once Post-award receives the e-mail notification from NSF of the submitted request from the PI then they can send this e-mail to the business office to obtain the approvals this way.

If you have any questions on this process please contact the NSF Post-Award team at spnsfhhs@purdue.edu and someone can assist you.