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:

![Notifications & Requests in Research.gov](image-url)

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:
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:
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:
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.