## 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 Colin Hunter at chunter1@umaryland.edu for assistance.

After logging in, you will need to click on the "Notifications & Requests" under the awards and reporting. The screen should look like this:



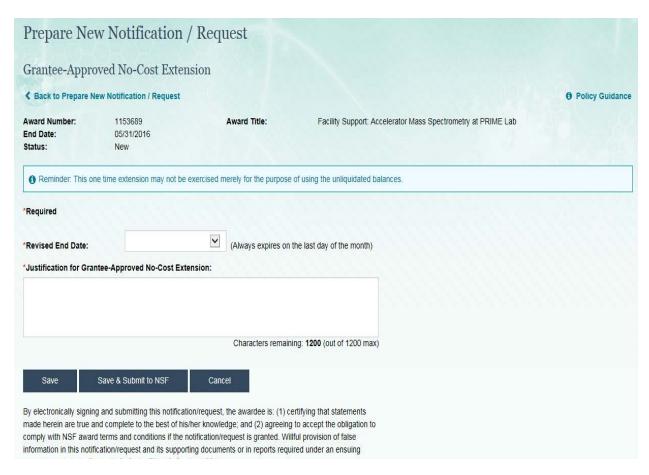
After clicking there, you will need to click on the "Prepare New" request button which is located here.

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

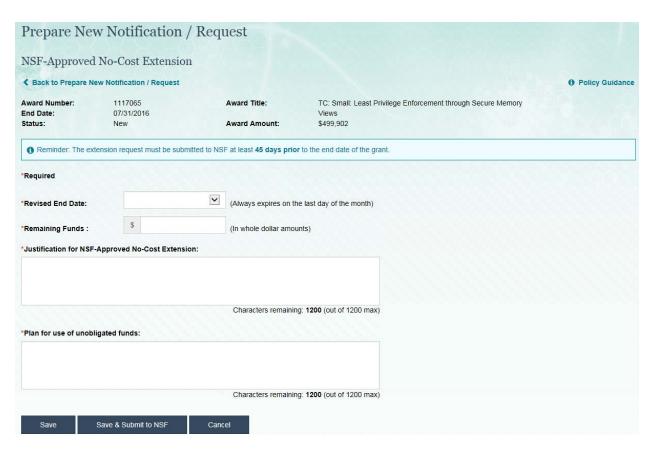
Once you have selected this option, then you will need to enter the award number of the grant you are wanted to extend. This is the NSF award number and not the UMB Project number, and it should be 7 digits long.

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 SPA for approval.

If you have any questions on this process, please contact your SPA Team and someone can assist you.