

## 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](mailto: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 ▾

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

Award Number:

[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:

## Prepare New Notification / Request

### Grantee-Approved No-Cost Extension

[← Back to Prepare New Notification / Request](#)

[Policy Guidance](#)

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

**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](#)

[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

**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 SPA for approval.

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