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HSC SPONSORED PROJECTS / NO-COST EXTENSIONS

# No-Cost Extensions

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A QUICK GUIDE TO NCE'S FROM START TO FINISH

# Why Would I need a No-Cost Extension?

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- A No-Cost Extension (NCE) is needed when the time that the sponsor allowed for the project to be completed is going to elapse soon and the PI and their team need more than the allotted time to finish.
  - UNM HSC requires that there be sufficient funds for the project funding to carry the PI and their project through the No-Cost Extension period.

# Requesting a No Cost Extension

» My Inbox Home Grants COI Reports

New Record II FP00004905 Funding Submission

**Current State**

Awarded

View Funding Submission

Printer Version

View Differences

View Smartform Progress

**My Activities**

- Request NCE
- Copy as a NEW Proposal
- Create Follow-On Submission
- Add Study Team Members
- Request FA Split
- RTSF
- Attach Award Budget Sheet
- Department Documents

**Project Information** | Review Status | SPO Additional Documents | COI Status

**PROPOSAL INFORMATION**

PD/PI: PI test

Submitting Department/Division: Internal Medicine IM

Specialist: Marisa Sanchez

Sponsors: NIH / National Cancer Institute (NCI)

SF-424: 12345

Banner Fund #: 12345

Sponsor Award #: 1234567

**BUDGET TOTALS**

Starting Date: 9/1/2018

Number of Periods: 1

Current Period: 1

Total Direct: \$1,000

Total Indirect: \$500

Total: \$1,500

**SPO Proposal Comments**

**RTSF Information**

Current RTSF

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Historic RTSFs

Was Approved	Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	Department Chair Will Fund	Dean Will Fund
There are no items to display							

**HISTORICAL DATA**

From the Proposal Workspace, select "Request NCE"

# The New End Date

Be sure to add PI approval (can be in the form of an email request put into pdf).

Add any correspondence with the sponsor regarding the NCE.

The screenshot shows a web browser window with the URL <https://unmstage2.huronclick.com/GrantsCOIStage/ResourceAdministration/Activity/form?ActivityType=com:>. The page title is "Request NCE". The main heading is "Request a No-Cost Extension". Below the heading is a paragraph: "Executing this activity notifies SPO that you would like a No-Cost Extension processed and forwarded to Contract & Grant Accounting. If you do not wish to request a No-Cost Extension, please press 'Cancel'." There is a required field: "\* Select Desired NCE Date:" followed by a date picker. Below this are two sections for uploading documents: "If You Are Not The PI, Please Upload PI Approval Here:" and "If You Have Correspondence From Sponsor Regarding NCE, Please Upload Here:". Each section has an "Add" button and a table with a "Name" header and "There are no items to display" content. At the bottom, there is a checkbox: "I Certify I am The PI For This Project Making a Request For a No-Cost Extension:" and a text label: "No-Cost Extensions To-Date For This Project: 0". At the very bottom right are "OK" and "Cancel" buttons. Red arrows point from external text boxes to the date picker, the "Add" buttons, and the "OK" button.

Add the new requested end date

Click OK

# PI notification Email

- Email notification to PI and Administrative Contact

Dear Study Team:

You have just requested a No-cost extension for FP00000143. If this request was in error, please contact your assigned SPO personnel.

If this project is inclusive of Research, Human Subjects, or Animal Subjects, you will need to log in (click here - [Sample Proposal Apple](#)) to your proposal in order to update your personnel. Once your personnel have been updated, those remaining on the project will receive a notification from COI to re-certify. Once the COI's are re-certified, SPO will process your No-cost Extension request.

Please contact your SPO Administrator for SPO questions or Marie Barron (ext. 2-6433) for COI questions.

Thank you,  
SPO

**You can find additional instruction on the Sponsored Projects Office / PreAward website: <http://hsc.unm.edu/financialservices/preaward/> If you have any questions, please contact the Sponsored Programs Administration / PreAward : (505) 272-6264 or [HSC-preaward@salud.unm.edu](mailto:HSC-preaward@salud.unm.edu)**

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# NCE Add or Remove Study Personnel

Mapping for Specialized Domains for FC3RI Signaling & Internalization

HSC-15686 Non-competing Continuation

**Current State**  
**Awarded** | Project Information | Review Status | SPO Additional Documents

View Funding Submission  
Printer Version  
View Differences  
View SmartForm Progress

**My Activities**  
Copy as a NEW Proposal  
NCE Add or Remove Study Personnel  
RTSF  
Attach Award Budget Sheet  
Department Documents

**PROPOSAL INFORMATION**

PD/PI:	Bridget Wilson	<b>BUDGET TOTALS</b>	<b>PARENT BUDGET TOTALS</b>		
Department:	Pathology Department	Starting Date:	2/1/2011	Total Direct:	
Specialist:	Sandy Sacher	Number of Periods:	1	Total Indirect:	
Sponsors:	NIH / National Institute of Allergy and Infectious Diseases (NIAID)	Current Period:	0	Total:	
SF-424:		Total Direct:	\$263,562		
Banner Fund #:	379M0	Total Indirect:	\$87,169		
Sponsor Award #:	5R01AI051575-08	Total:	\$350,731		

**SPO Proposal Comments**

**RTSF Information**

Date Created	Submitted	Funds Amount	Funds Start Date	Funds End Date	PI Approved	Department Chair Will Fund	Dean Will Fund
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Before SPO/Pre-Award can process an NCE request, new COI disclosures must be completed

**\*NOTE\*** - SPO Will Not be notified of a NCE and the NCE WILL NOT move forward until this has been completed.

# Add / Remove Study Personnel

Be sure to add any personnel the aren't in the list that will be working on the project and remove any that won't be working on the project during the NCE period.

Click "Yes" to initiate COI Disclosures

Execute "NCE Add or Remove Study Personnel" on FP00000143 - Google Chrome

https://unmstage2.huronclick.com/GrantsCOIStage/ResourceAdministration/Activity/form?ActivityType=com.webbridge.entity.Enti

### NCE Add or Remove Study Personnel

#### No-Cost Extension: Add or Remove Study Personnel

Please enter all personnel that will be working on the project during the period of the no-cost extension. Only personnel listed on this form will have COI certifications submitted.

\* Principle Investigator:  
Bunny Flowers

Fellow/Trainee:

UNM Personnel:

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

Non-UNM Personnel:

Last Name	Key / Other Significant	Role	Biosketch	Disclosure
There are no items to display				

\*\*\*PLEASE ENSURE THAT ALL PERSONNEL ARE CORRECT ON THIS FORM BEFORE SELECTING "YES"\*\*\*  
ONCE YOU SELECT "YES" AND CLICK "OK", COI DISCLOSURES WILL AUTOMATICALLY BE CREATED FOR THE PERSONNEL LISTED HERE.

\* Are You Ready To Initiate COI Disclosures For The Above Listed Personnel?  
 Yes  No

**\*NOTE\* - YOU HAVE TO CLICK THE YES RADIO BUTTON FOLLOWED BY OK IN ORDER TO MOVE THE NCE FORWARD AND INITIATE COI'S.**

Click OK and SPO will be notified. SPO will then work on getting your NCE executed.



# Notification to SPO

- Email notification to SPO/Pre-Award

Dear [Danielle Jones](#) :

Your assigned department [Internal Medicine IM](#) has just requested a No-cost Extension for [Sample Proposal Apple](#) .

If this project is inclusive of Research, Human Subjects, or Animal Subjects, the study staff will need to update their COI's before SPO can process. Please log in to see the status of the COI certifications.

Thank you

**You can find additional instruction on the Sponsored Projects Office / PreAward**

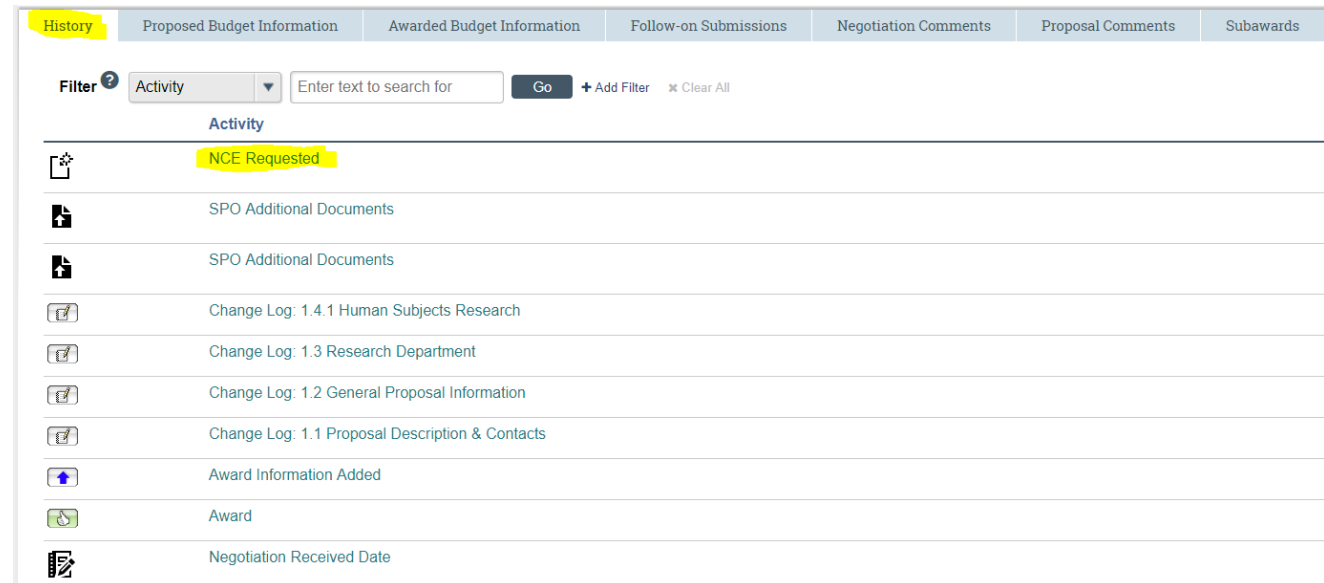
**website:** <http://hsc.unm.edu/financialservices/preaward/> **If you have any questions, please contact the Sponsored Programs Administration / PreAward :** (505) 272-6264 or [HSC-preaward@salud.unm.edu](mailto:HSC-preaward@salud.unm.edu)

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# How Can I Tell The Status of My No-Cost Extension?

- The history tab at the bottom of your record will tell you what state your No-Cost Extension is in. You can also contact your SPO Specialist if you have any questions regarding your No-Cost Extension.



The screenshot displays a web interface with a 'History' tab selected. The interface includes a navigation bar with tabs for 'Proposed Budget Information', 'Awarded Budget Information', 'Follow-on Submissions', 'Negotiation Comments', 'Proposal Comments', and 'Subawards'. Below the navigation bar is a search filter section with a dropdown menu set to 'Activity', a search input field, and buttons for 'Go', '+ Add Filter', and 'x Clear All'. The main content area is titled 'Activity' and contains a list of activities. The first activity, 'NCE Requested', is highlighted in yellow. Other activities include 'SPO Additional Documents', 'Change Log: 1.4.1 Human Subjects Research', 'Change Log: 1.3 Research Department', 'Change Log: 1.2 General Proposal Information', 'Change Log: 1.1 Proposal Description & Contacts', 'Award Information Added', 'Award', and 'Negotiation Received Date'.

# Awarded No Cost Extension

- Once SPO has processed the NCE an Email notification to Contract & Grant Accounting
- A separate email is sent to PI, Admin contact

