

## 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, follow link for the NSF ID Lookup page:

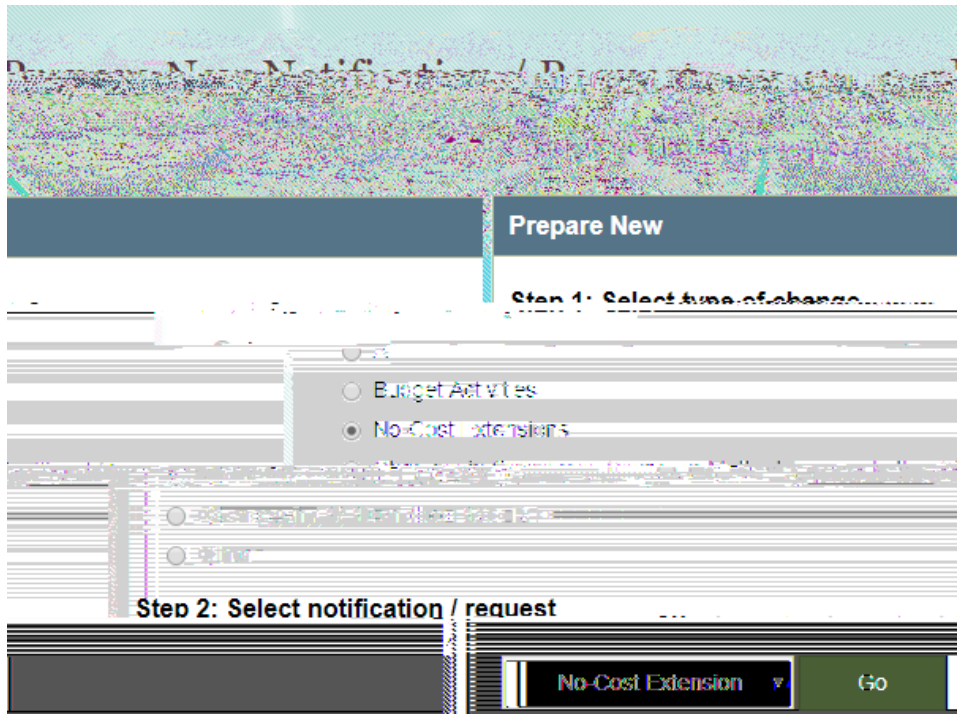
<https://www.fastlane.nsf.gov/researchadmin/nsfldLookupRead.do>

After logging in you will need to click on the Notification Request under the awards and reporting. The screen should look like this:



After selecting Notification Request 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, enter the award number of the grant you want to extend. This is the NSF award number and not the CSU grant number, 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:

The screenshot shows a web form with the following elements:

- A dropdown menu for "Revised End Date:" with a note: "(Always expires on the last day of the month)".
- A text input field with a dollar sign (\$) symbol.
- A large text area for justification, with a character count at the bottom: "Characters remaining: 1200 (out of 1200 max)".
- A second text area below it, also with a character count: "Characters remaining: 1000 (out of 1000 max)".
- Three buttons at the bottom: "Save", "Save & Submit to NSF", and "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 to NSF" button. This will send the request to SPRS for approval.

If you have any questions on this process please contact [sprs@csuohio.edu](mailto:sprs@csuohio.edu) and someone can assist you.