No-Cost Extensions Flowchart

https://www.colorado.edu/ocg/no-cost-extensions

PI ACTIONS

PI/Dept Identifies Need for No-Cost Extension	PI/Dept Initiates Request via Online NCE Webforms	PI/Dept Selects Appropriate Sponsor Link (or "Other Sponsor" if Sponsor is not listed)[1]	PI/Dept Completes Webform & includes reports if required by the Sponsor	NCE Webform is Routed to OCG Upon Submission

OCG ACTIONS

Webform Reviewed by OCG[2]	OCG Submits NCE Request to Sponsor[3]	OCG Sends Submission Confirmation Email[4]	OCG Manages Sponsor Approval[5]	If NCE Approved, Sponsor sends OCG Mod & then Processed in InfoEd

CCO ACTIONS

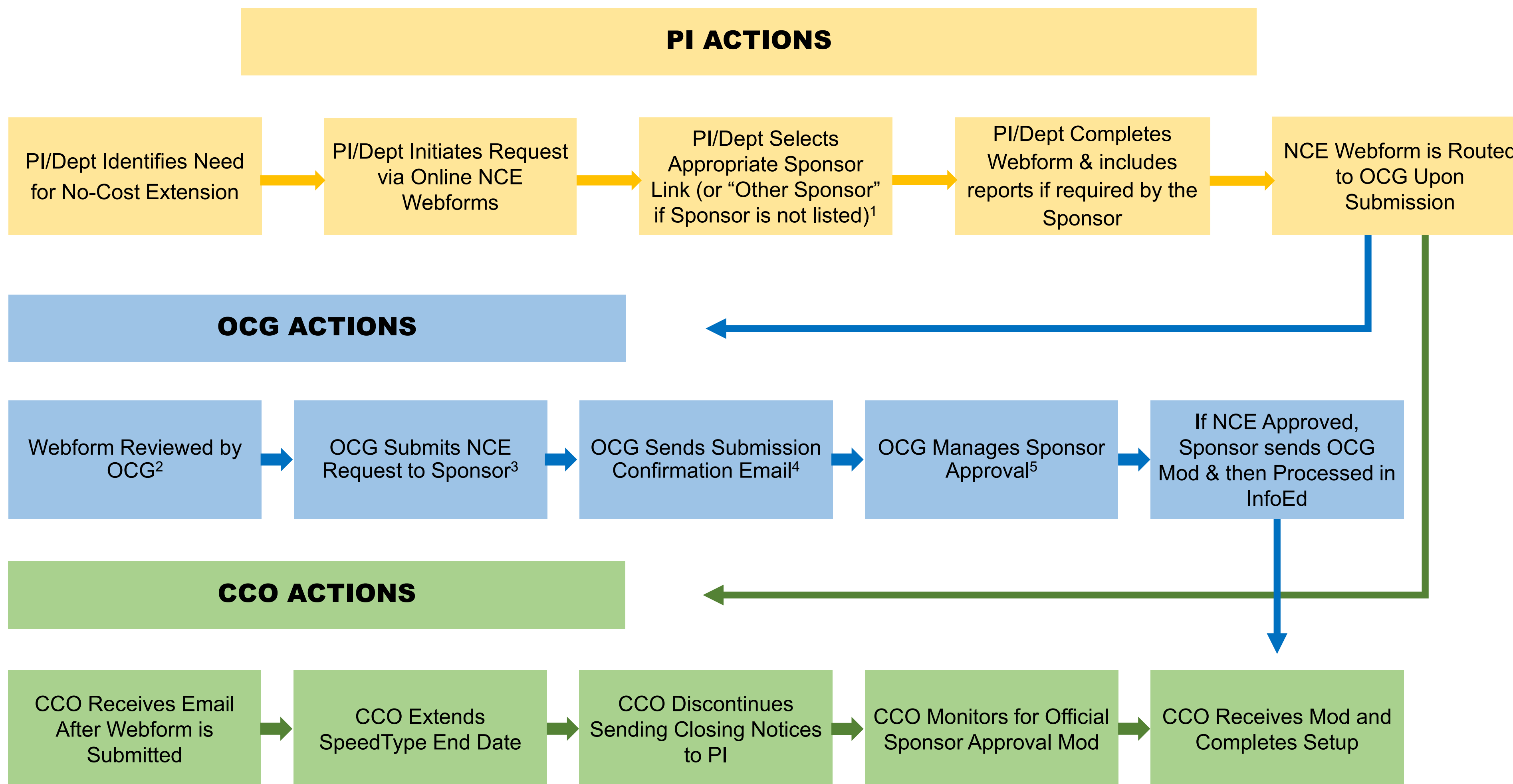|				
CCO Receives Email After Webform is Submitted	CCO Extends SpeedType End Date	CCO Discontinues Sending Closing Notices to PI	CCO Monitors for Official Sponsor Approval Mod	CCO Receives Mod and Completes Setup

1. Each Sponsor has their own specific guidelines for submitting NCEs. Selecting the correct Sponsor NCE Webform ensures that the PI /Dept is informed of the Sponsor's reporting requirements and submission window.
2. OCG will contact the PI if required reports are not included or if submission is outside of the Sponsor required time frame. OCG reviews reason for request to ensure the justification meets Uniform Guidance requirements.
3. OCG, as the Authorized Organizational Representative (AOR) for the University, ensures valid submission to the correct Sponsor contact. PIs are not considered AOR for the University; NCE submissions made by the PIs directly to the Sponsor may not be accepted.
4. Confirmation email will be sent to the PI/Dept and whomever requested the NCE.
5. First NCE requests may be Grantee-Approved depending on the Sponsor and are automatically approved at OCG and sent for processing. Second or subsequent NCE requests require Sponsor approval.

Office of Contracts and Grants
UNIVERSITY OF COLORADO BOULDER